

# RECOVERY CYMRU

## Trustee Recruitment Pack

**Welcome to Recovery Cymru's Trustee Recruitment Pack! We are grateful for your interest in joining us as a trustee. We trust that you will find this information invaluable on your journey with us.**



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# Welcome

Thank you for your interest in becoming a trustee.

Recovery Cymru is a peer-led recovery community organisation for people overcoming substance use based in South Wales. We have three main aims, some of which lead to work that spans Wales and the UK:

- PEOPLE - To build the recovery community in Cardiff and the Vale of Glamorgan
- VOICES - To raise awareness of recovery, challenge stigma and discrimination
- PARTNERS - To partner with others to create environments for recovery

## Our purpose

Everyone's journey is unique and individual. Recovery Cymru believes passionately in the reality of recovery and the power of shared experience and support. Based on the principles of community, participation and independence, we believe that everyone has the potential to recover.

Join something different. Recovery Cymru includes people in or seeking recovery, family and friends, volunteers, staff, trustees, partners and the general public who support what we do. We all play our part to create a dynamic recovery community!

# Our background

Recovery Cymru is a peer-led, mutual aid recovery community. Formally established in 2010, we evolved out of a single weekly support group set up in 2008. Gaining charitable status in 2011, we opened our first recovery centre and since then have helped thousands of members.

The RC Family runs from our recovery hubs, outreach and distance delivery programmes. As a founding member of the National Welsh Recovery Group, we co-wrote the recovery framework for Wales. We run training and work with providers to develop recovery-focused systems.

## What we offer

- Peer support, self-help, advice, and friendship
- New skills, hobbies, and community networks
- Relapse prevention/management
- Awareness-raising, advocacy, and community building
- Training and Volunteering
- Family and friends support

## What to expect

- **Community:** Peer support, shared experience and foundations for finding your own path. Our ethos promotes community, participation, and independence.
- **Recovery Principles:** Our activities are guided by hope, choice, empowerment, inclusion, understanding, support, enjoyment, and acceptance.
- **Unleashing Potential:** Empowerment, hope and support to achieve and sustain recovery... and live a fulfilled life.

# Our Values

Crafted by our recovery community - members, staff, volunteers, and trustees. Embodying belief in recovery's reality and the strength of shared experiences.

## Integrity

## Compassion



## Connection

## Empowerment

# Equal opportunities

As a peer-led, mutual aid organisation, we want to create an environment where diversity is respected, and differences valued. Underpinned by a focus on inclusion and empowerment, we commit to reflecting the diversity and intersectionality of the communities we work with and seeking to understand and connect with those we don't.

We are committed to promoting equality and valuing diversity and inclusion in the way we deliver our support ensuring that our members, volunteers, staff and trustees feel a sense of belonging and can be their authentic selves.

# Fundraising

Funding our community is an ongoing challenge, and your support, whether through donations, sponsored walks, events or legacy giving, makes a significant impact. Check out our website for the fundraising pack and get in touch to learn more!

# Volunteering

- Comprehensive training and support
- Skills development
- Find meaning, purpose and passion
- Empower others, offer peer support
- Raise awareness, and support the recovery community
- Tailored roles, matching skills and goals

We couldn't do what we do without our amazing volunteers!

# Family and friends peer support

Recovery Cymru's Family and Friends programme provides a safe, confidential space for anyone affected by someone else's substance use or recovery, fostering connection and offering peer support without judgement.



We are delighted to partner with Cardiff and Vale Drug and Alcohol Service (CAVDAS) to deliver peer support, aftercare and community rehab programmes across the substance use treatment system. Find out more at [www.cavdas.com](http://www.cavdas.com) or call 0300 300 7000.



# What it means to be a Trustee in RC

## Practically:

- Ideally, you will be able to commit to joining the board for at least a year
- Attend board meetings every six weeks, held predominantly online
- Occasional subgroup meetings and community events (opt-in)

## The process:

1. Application form
2. Interview
3. Induction sessions x 2
4. Attend a meeting as a guest to ensure it is the right fit for you
5. Additional training if needed and wanted, guided by your skills, interests and experience

## You!

Our Trustees are an integral part of our community organisation. We want you to enjoy your time with us, feel able to contribute and that you are receiving something of value during your time with us. Our small, connected board is values and people-led. We like to have a laugh, make good choices and do not shy away from difficult conversations if they are needed.

## Come join us!



# The board and staff team

Our team is made up of people with lived experience (personal and family), as well as supporters of recovery. We encourage people to share their stories with us, believing we can all relate to the process of recovery, whether we have personal experience or not. We have all experienced challenges and the need to overcome them.

All our ways of working are underpinned by the values and beliefs of our organisation. If these resonate with you and you are ready to join our team, please read more about the role.

## The board

You will join a supportive, passionate board who use their skills to govern our community organisation whilst being open to learning new things. Our board emulates our organisational culture, ensuring our flat hierarchy and peer approach runs throughout decision making and governance. The board is upbeat, reflective and is open to trying new things when they are informed by our members and strategic thinking. They are not afraid to 'take a leap' when it makes sense or to challenge when necessary – this is what RC is built upon! The board is made up of people with a range of skills and passion who unite on passionately supporting Recovery Cymru to help our members change their lives.

You can find out more about our current trustees by visiting the the Trustee page of our website [here](#)



# Why become a Trustee?

## 1. Contributing to a great cause

- Trusteeship is a significant way to contribute to your community or a cause you care about.
- Trustees play a crucial role in ensuring effective governance of a charity.
- They ensure the organisation remains viable, sustainable, and true to its mission.
- Trusteeship is highly valued for professional development and community engagement.
- It offers a unique opportunity to make a meaningful impact and shape the organisation's direction.

## 2. Strategic experience

- Gain valuable strategic experience
- Develop critical thinking, problem-solving, and analytical skills
- Hone strategic sensibilities and teamwork abilities
- Accelerate career growth and unlock new opportunities
- Immediate impact on career progression and senior job prospects

## 3. Professional networks

- Being a trustee broadens your professional contacts, providing access to diverse backgrounds.
- Gain valuable insights and advice from peers in various fields.
- Explore new career paths and advancement opportunities through expanded networks.
- Experience unforeseen benefits and opportunities that come with trustee roles, enhancing career growth and development.

## 4. Developing skills and experience

- Gain valuable experience in a new context
- Develop a clearer understanding of professional strengths and weaknesses
- Learn new skills and adapt professional knowledge
- Boost confidence and versatility
- Challenge yourself to expand your expertise

## 5. Team working

- Trusteeship offers a rewarding opportunity to engage in the charity sector, providing personal and professional growth.
- Develop valuable skills and connections that enhance your career prospects.
- Embrace challenges to empower yourself with a new sense of purpose and perspective.
- Communication and people skills are vital in the boardroom, complementing technical expertise.
- Effective collaboration and constructive challenge ensure strategic decisions are thoroughly evaluated.
- Negotiation, empathy, listening, and communication foster positive board culture and governance.
- Enhance judgment and interpersonal skills, benefiting your career trajectory.

## What's expected?

Time commitment will vary depending on the time of year and the sub-projects being worked on, but Board meetings are held every six weeks, with some tasks in between. It depends on your chosen Trustee role, and we can discuss this more in detail upon receiving your application.

# The 6 main duties of a Trustee

**6. Ensure your charity is accountable**

**1. Ensure your charity is carrying out its purposes for the public benefit**



**2. Comply with your charity's governing document and the law**

**5. Act with reasonable care and skill**

**4. Manage your charity's resources responsibly**

**3. Act in your charity's best interests**

## You must make sure you are allowed to be a trustee:

- There are some restrictions on who can be a trustee – there are minimum age limits and some factors that automatically disqualify people from being trustees.
- You must be properly appointed and should know how long your appointment lasts.
  - If you are not properly appointed, the trustees' decisions or actions may be invalid, potentially creating disputes or putting charity assets at risk.
- If you are a trustee of a charity that provides 'regulated activities' for children or adults, be prepared for your charity to request a DBS check on you.



# The Trustee Treasurer role

The charity is looking for a highly motivated and committed individual with good accounting experience to oversee the financial matters of the charity ensuring legality and best practice, constitutional and within accepted accounting practices.

## The charity is looking for...

- Commitment to the organisation
- Knowledge of Charitable accounting practice and financial management, or ability to learn
- Accountancy skills are valuable but not essential
- Experience in the third sector is desirable
- Good financial skills
- Willingness to put time and effort into the Treasurer role
- Respected and trusted by other board members
- Knowledge and experience of current and fundraising practices relevant to voluntary and community organisations (optional)




# The role of the chair on a Trustee board

The chair is a trustee with a specific role on the board. The chair is elected or appointed to this role as set out in the charity's governing document. The role of the chair is to chair meetings of the trustee board.

Some chairs take on some additional roles. The chair can only take on these additional roles if they have been authorised to do so. This authorisation might be set out in the governing document or related procedure, or agreed by the other trustees in a role description or some other document.

Additional roles of the chair sometimes include:

- Supporting and supervising the Founder and Director, acting as a channel of communication between board and staff.
  - Acting as a figurehead for the charity (for example, representing it at functions, meetings or in the press).
  - Leading the development of the board and ensuring its decisions are implemented.
  - Taking urgent action (but not decision-making unless authorised) between board meetings when it isn't possible or practical to hold a meeting.
- 

# Vice-chair on a Trustee board

The responsibilities of the Vice Chair cover two areas: those as a Trustee and those specifically designated in the absence of the Chair, as below:

- Ensures that the Trustee Board fulfils its responsibilities
- Facilitates and provide support and guidance for the Trustee Board in their role of setting strategy and providing oversight of Recovery Cymru
- Approves the annual cycle of Board meetings, away days and Board development
- Approves agendas for Board meetings, in liaison with the Founder and Director
- Chairs Board meetings, and monitor that decisions approved are implemented
- Attends and represent the organisation at events and meetings as requested, and subject to availability
- Liaises with the Founder and Director to have an overview of Recovery Cymru's activities, providing support as appropriate
- Leads the process of appraising the performance of the Founder and Director
- Chairs the Appointment and Disciplinary panels, as required
- Performs the duties as a Trustee, outlined in the role description



# The Trustee Secretary role


Recovery Cymru staff take responsibility for most of the administrative tasks of arranging board meetings, including circulating dates, providing the venue, circulating paperwork and collating notes/apologies.

On the day of the meeting

The Secretary will need to make sure that:

- There is a quorum (and if required, that it is present throughout the meeting);
- Apologies for the absence are noted
- All decisions made at the meeting are minuted (if the result of a discussion is unclear, clarify decisions with the Chair during the meeting to ensure the minutes are accurate)
- If it appears that a matter has been overlooked, the Secretary should draw this to the attention of the Chair.
- It should be remembered that decisions reached at a trustee or members' meeting are collective decisions and the decision is binding upon all charity trustees and members. The reason is that all charity trustees/members are encouraged to participate in all debates.

The main responsibility of the Secretary in Recovery Cymru is to take and provide accurate and timely minutes.





# Useful information

## **NCVO: National Council for Voluntary Organisations**

[www.data.ncvo.org.uk](http://www.data.ncvo.org.uk)

[www.knowhow.ncvo.org.uk](http://www.knowhow.ncvo.org.uk)

## **ACEVO: Association of Chief Executives of Voluntary Organisations**

[www.acevo.org.uk](http://www.acevo.org.uk)

## **DSC: Directory of Social Change**

[www.dsc.org.uk](http://www.dsc.org.uk)

## **Social Enterprise UK**

[www.socialenterprise.org.uk](http://www.socialenterprise.org.uk)

## **Sector magazines and newsletters**

[www.thirdsector.co.uk](http://www.thirdsector.co.uk)

[www.smallcharities.org.uk](http://www.smallcharities.org.uk)



# Want to know more about Recovery Cymru?

To apply or for more information, please  
contact Sarah Vaile (RC Founder & Director).

## CARDIFF RECOVERY CENTRE

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Please ring, text or leave a message and  
Sarah will get back to you!

**Explore who we are through our social media:**



**#RecoveryCymru**