

# SUPATRAX

DA ON-LINE UK URBAN MAGAZINE / CHARITY

EMPOWERING, EDUCATING AND PROVIDING OPPORTUNITY FOR YOUNG PEOPLE



**WE WANT YOU!**  
TO BECOME A SUPATRAX TRUSTEE

REGISTERED CHARITY IN ENGLAND AND WALES - No. 1161223



## SUPATRAX

Supatrax is a newly formed charity registered in England and Wales that has recently been structured following the previous not for profit organisational structure that had been in place since the it's launch in 2001.

Launched as an on-line magazine in 2001, Supatrax was a ground breaking venture that aimed to educate young people, break down boundaries, showcase local talent, engage inner city communities and lay the foundations for others to replicate and progress from.

## OUR AIMS AND OBJECTIVES

Supatrax acts as a resource for young people by using media to empower them to engage in mainstream education, activities, establishments and other activities as a means of:

- (a) advancing in life and helping young people by developing their skills, capacities and capabilities to enable them to participate in society as Independent, mature and responsible individuals;
- (b) advancing education; and
- (c) relieving unemployment.

## HOW WE WORK

Supatrax work with young people, their families and partner organisations to break down barriers to learning and social engagement. We provide innovative ways to empower young people and develop their skills so they can further empower others around them and go on to better their career prospects.

Working predominantly (but not solely) with media (video, music, photography etc) we teach young people the necessary skills to get them going on the right path for further engagement and employment.

Via our on-line magazine [www.supatrax.com](http://www.supatrax.com) and our internet radio station [www.stickyradio.com](http://www.stickyradio.com) we are able to give the young people a platform to showcase their work and gain industry standard work experience.

## THE NEED FOR SUPATRAX

Mainstream education and employment structures do not work for everyone. Some people need to learn in different ways. Mainstream educational establishments do not have the skills, or time necessary to engage and work with these young people to bring out the best in them and drive them forward.

There is also a void in skills and employment. Young people can not get a job with work experience, but can not get the experience without a job. Providing industry standard 'on the job training and experience' Supatrax is able to fill this void.

# SUPA TRAX

REGISTERED CHARITY - 116223



Supatrax keep the young person and their direct network central to all our work and interventions.



# **BUILDING THE TEAM**

## **WE ONLY WANT THE VERY BEST!**

### **WHAT IS MEANT BY 'THE TEAM'?**

Working together to achieve the same outcomes, the Supatrax Team is split into two different areas:

#### **GOVERNANCE**

The group of Trustees that set direction for the charity. Responsible for overall leadership and to make sure all legal requirements are met.

#### **DELIVERY**

The face and front work of Supatrax working to make sure we deliver in an innovative, fun, engaging and effective way.



# WE'RE SEARCHING!

## BEING A TRUSTEE

HAVE YOU GOT  
WHAT WE'RE  
LOOKING FOR?

To be a Trustee of an organisation is an exciting and fulfilling role. The most effective Boards are ones which benefit from individuals from a diverse range of backgrounds, experiences and skill sets. The role of a Trustee is to ensure that Supatrx fulfils its duty to its beneficiaries through innovative and creative engaging work with young people and partner organisations thus delivering on our vision, mission and values.

The role of Trustee is not accompanied by any financial remuneration, although expenses for travel may be claimed.



## **TIME COMMITMENT**

Supatrax Trustees will meet with the Project Co-ordinator quarterly to go over how the organisation is functioning and to confirm expenditure, legal requirements etc.

Where possible, communications will be done electronically via a Trustee Portal to share ideas, documents and feedback.

## **SKILLS & BACKGROUND**

We're looking for people who have a strong empathy and passion with our mission of advancing and empowering the lives of young people by developing their skills, capacities and capabilities to enable them to participate in society as independent, mature and responsible individuals.

We want to draw on your experience, skills, and expertise from working within the fields of education, employment, young people, youth offending, media, mentoring, the criminal justice sector, law and finance sectors.

You will also be passionate about the betterment of young people's lives and opportunities available to them. You will want to make 'change'.

The Board of Trustees are jointly and severally responsible for the overall governance and strategic direction of the charity, its financial health, the probity of its activities and developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

All trustees, should also be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual trustees in any particular aspect of the governance of the charity.

## **EXPERIENCE**

- Successful experience (or willing to embrace the understanding) of operating within a board in a charitable, public sector or commercial organisation
- Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives
- A proven track record of sound judgement and effective decision making
- A history of impartiality, fairness and the ability to respect confidences
- A track record of commitment to promoting equality and diversity

## **KNOWLEDGE, SKILLS AND UNDERSTANDING**

- Commitment to the organisation and a willingness to devote the necessary time and effort
- Preparedness to make unpopular recommendations to the board, and a willingness to speak their mind
- Willingness to be available to staff for advice and enquiries on an ad hoc basis
- Good, independent judgement and strategic vision
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- An understanding of the respective roles of the Chair, Trustees and Chief Executive



## The statutory duties of a trustee are:

- To ensure the organisation complies with its governing document - sometimes known as a trust deed, constitution, or articles of association.
- To ensure that the organisation pursues its objectives as defined in its governing document.
- To ensure the organisation applies its resources exclusively in pursuance of its objectives - the charity must not spend money on activities which are not included in its own objectives, no matter how 'charitable' and 'worthwhile' those activities are.
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation.
- To ensure the financial stability of the organisation.
- To protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds.
- If the organisation employs staff, to appoint the Chief Executive Officer and monitor his or her performance.

## In addition with other trustees to hold the charity "in trust" for current and future beneficiaries by:

- Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these.
- Being responsible for the performance of the charity and for its "corporate" behaviour; ensuring that the charity complies with all legal and regulatory requirements.
- Acting as guardians of the charity's assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
- Ensuring that the charity's governance is of the highest possible standard.

As well as the various statutory duties, any trustee should make full use of any specific skills, knowledge or experience to help the board make good decisions.

The above list of duties is indicative only and not exhaustive. The Trustee will be expected to perform all such additional duties as are reasonably commensurate with the role.



# LEADERSHIP

## TRUSTEE ROLES

### MANAGEMENT COMMITTEE

The role of the voluntary management committee is leadership – to control and supervise the organisation’s activities. Leadership means setting the vision for the organisation and running it in a way that will achieve these aims.

In a charity, members of the committee are known as the ‘charity trustees’, which are defined by charity law as ‘the persons having the general control and management of the administration of a charity.’

## Chairperson

It is important that all trustees play their part in the good governance of their organisation. The Chairperson or Convener has a leadership role to the board and is usually delegated the line-management of the chief executive on behalf of the board.

Key delegated duties include:

- ensuring meetings are run competently
- ensuring discussion and decision-making is democratic and everyone is able to participate fully in meetings
- holding the casting vote in the event of a split decision
- preparing agendas for the meeting (in consultation with the staff and other management committee officers)
- ensuring relevant matters are discussed and appropriate decisions made
- chairing meetings and ensuring that annual general meetings and extraordinary

## Treasurer

It is important that all trustees play their part in financial decisions and financial monitoring. Most boards have at least one trustee who is strong financially and they can be appointed treasurer. They will be responsible for overseeing the finances, even if the organisation has paid staff who deal with much of the day-to-day financial business.

Some of the tasks associated with this can include:

- advising the committee on financial matters, both positive and negative
- controlling and accounting for the organisation's finances
- issuing receipts for all cash received and keeping records of that paid out
- being a counter signatory to any major banking transaction
- overseeing bookkeeping
- preparing the Treasurer's report for the annual general meeting
- liaising with the appointed Auditor or Independent Examiner for the annual review of accounts
- advising the management committee of its financial requirements for the year ahead.

## Secretary

The Secretary of a voluntary organisation can be responsible for many specific tasks, some of which will be regular practical administrative duties of paid staff in larger organisations.

- These can include:
- convening meetings and booking rooms
- dealing with correspondence
- preparing agendas for meetings (in consultation with the Chairperson)
- taking the minutes of meetings
- ensuring back-up information is available at meetings where required



## SOUNDS TOO MUCH?

**SCARED  
YOU OFF?**

**DON'T BE  
FRIGHTENED!**

Before you jump ship - Wait . . . It's not that bad! Supatrax is structured for Trustees to work closely together supporting one another and drawing on each others skills and experience. Trustees will be supported by the Supatrax Project Co-ordinator who will hold a position on the Board.

Yes - Charity trustees are responsible for the general control and management of the administration of a charity, so if things go wrong, you will be held responsible but working as an effective team with clear, transparent workings - there is nothing to fear . . . **You have the skills to benefit others - Now bring them to the table!**

# SUPATRAX

REGISTERED CHARITY - 116223

## GET AT US

If this a challenge you'd like; to develop yourself while helping the lives of others and help steer and develop a new charity . . . We'd love to hear from you.

Initially set up with 3 Board members, the Charity is evolving. We are expanding the Board in our first phase to draw on a wider range of experiences and skills to drive the charity forward.

For an informal chat or further information about Supatrax

Website: [www.supatrax.com](http://www.supatrax.com)

Email: [admin@supatrax.com](mailto:admin@supatrax.com)

Landline: 0121 554 6658

Mobile: 07944 248 137

Twitter: [@supatrax](https://twitter.com/supatrax)

Instagram: [@supatrax](https://www.instagram.com/supatrax)

Registered Charity in England and Wales - No. 116223