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Cymorth i Ferched Cymru
Welsh Women's Aid
Rhoi Merched a Phlant yn Gyntaf
Putting Women & Children First

Recruitment Information Pack Welsh Women's Aid Trustees

Trustee role description

Remuneration:

The role of Trustee is not accompanied by any financial remuneration, although reasonable expenses for travel and accommodation may be claimed in line with Welsh Women's Aid (WWA) policy.

Location:

Pan-Wales (in person meetings are usually based in Cardiff but occasionally held in other regions).

Time commitment:

- A minimum of 8 Board meetings per year, full Board meetings are held in person at our Cardiff office. Although hybrid attendance can be arranged if necessary.
- In addition, all Trustees must be members of at least one subgroup, this is a minimum of an additional four meetings per year. Subgroup meetings are held via Microsoft Teams. The subgroups are as below:
 - Audit – Governance, finance, and risk.
 - HR
 - Engagement – Membership and community activities.
- Papers that will be discussed at all Board and subgroup meetings are circulated one week in advance and must be reviewed prior to meetings.
- All WWA Board meetings (including subgroups) are held in the evening, commencing at 5.30pm. Subgroups last approximately 1 hour and full Board meetings 2 hours.
- WWA also holds an annual AGM in November. This is an in-person meeting held at various venues across Wales. Any travel and/or accommodation required by Trustees to attend will be arranged by WWA.

Reporting to:

Chair of the Board of Trustees.

The statutory duties of a Trustee are:

Pendragon House, Caxton Place | Pentwyn, Cardiff | CF23 8XE
Tel: 02920 541551
info@welshwomensaid.org.uk | www.welshwomensaid.org.uk

Welsh Women's Aid is a registered charity in England and Wales, No. 1140962
and a company limited by guarantee registered in England and Wales, No. 07483469



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- To ensure that Welsh Women's Aid complies with its governing document (Memorandum and Articles), charity law, company law and any other relevant legislation or regulations.
- To ensure Welsh Women's Aid has a clear vision, mission and values and that it develops a clear strategy with measurable objectives to work towards achieving its vision and charitable objects, as defined in its governing document.
- To ensure the financial stability of Welsh Women's Aid and to ensure resources exclusively in pursuance of its objectives.
- To contribute actively to the Board of Trustees' role in giving Welsh Women's Aid firm strategic direction, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of Welsh Women's Aid.
- To ensure the effective and efficient administration of Welsh Women's Aid.
- To protect and manage property and to ensure the proper investment of funds.
- To appoint, manage and support the Chief Executive Officer and ensure the organisation has appropriate, effective staff.

As well as 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 – further details can be found in the organisation's Governance Policy. The Trustee will be expected to perform all such additional duties as are reasonably commensurate with the role.

More information about Trustees' roles and responsibilities of Trustees can be found on the Charity Commission website under [The Essential Trustee](#).

The **National Occupational Standards for Trustees in the Community and Voluntary Sector** also set out the standard of competence to be delivered and stated outcomes to be achieved as a result of the required standards. These will be used by the Board of Trustees to inform recruitment, to identify learning and development needs and review performance of Trustees and of the Board.

Trustee person specification

Trustees must have a strong empathy with Welsh Women's Aid mission. Experience, skills, and expertise in the prevention of violence against women and girls combined with an in- depth


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understanding of our work and ambitions are particularly sought. A commitment to feminist principles is vital, i.e. to ending violence against women within a framework of gender equality and human rights; to delivering services by women for women and children, and to promoting women's equality and empowerment.

The Board of Trustees are jointly and severally responsible for the overall governance and strategic direction of Welsh Women's Aid, 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 aspect of the governance of the charity.

Experience:

- Successful experience 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.

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