

Trustee Director (Voluntary)

Trustees do not provide frontline services or individual support to service users. Clear boundaries are maintained to safeguard both trustees and the women and children we support.

The operational management of GWA is delegated to the CEO and thereafter to staff, within a framework of policies and procedures established by the Board.

Purpose:

1. To work as part of a team of Board of Trustees who provide effective governance for GWA ensuring that all activities fall within the charity's purpose and that we adhere to our constitution document.
2. To provide strategic direction to GWA and monitor progress and achievement against the organisation's Strategic Plan.
3. To act as a guardian of the charity's finances and ensure the charity is solvent.
4. To ensure the charity is run properly, responsibly and lawfully.

The core responsibilities of the Board are to:

- 1.1 Ensure that GWA acts in accordance with its own constitution.
- 1.2 Influence and review GWA'S long-term direction and sustainability.
- 1.3 Disseminate and ensure compliance with the values of GWA.
- 1.4 Identify and manage the risks associated with GWA's strategy.
- 1.5 Monitor and review formal partnerships and alliances with other organisations.
- 1.6 Support the CEO to meetings with key partners such as the Scottish Government and Local Authorities.

- 2.1 Develop and maintain an understanding of the operating environment of GWA and take this into account in assessing GWA's strategy.

- 3.1 Ensure GWA is adequately resourced to meet its objectives that ensure the solvency of GWA.
- 3.2 Approve the annual budget and approve the annual accounts prior to publication.

- 4.1 Appoint, support, appraise and (if required) dismiss the CEO and approve her remuneration.
- 4.2 Establish a framework for the development, approval and review of policies and plans to achieve GWA's strategic objectives, including monitoring the support and development of the GWA staff team.
- 4.3 Establish and oversee a framework for the employment, remuneration and development of the GWA staff team.
- 4.4 Establish and regularly review systems of internal and external control, including audits, financial control and performance reporting.
- 4.5 Ensure that GWA meets all its obligations and acts in accordance with regulatory expectations and accepted good practice standards.
- 4.6 Assess periodically the Board's own effectiveness.

Person Specification:

- Shares the values and ethos of GWA towards women, children and young people who have been subjected to domestic abuse.
- Preferable but not essential experience of serving on a Board of Trustees or Directors.
- To ensure that you are not disqualified from being a trustee for any reason.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Commitment to preparing for meetings thoroughly and attending them regularly.
- Ability to maintain confidentiality on sensitive and confidential information.
- The ability to work as a team with your fellow trustees in order to reach sound and fair decisions.
- Ability to assimilate and analyse information often in report form.
- Ability to contribute to the strategic planning process.
- Commitment to participate in, network and share the work of GWA at events and via online platforms
- Commitment to representing the interests of our service users in your decision-making.
- Sound leadership skills:
 - Enabling and supportive management style, with ability to challenge when appropriate
 - Preparedness to make unpopular recommendations to the Board
 - Good, independent judgement
 - Risk aware but not risk adverse
- Sound communication skills:
 - Ability to present arguments with knowledge and understanding of wider strategic contexts
 - Analytical, democratic, focused and flexible, with an appropriate sense of humour
 - Ability to develop positive relationships that generate confidence and respect
 - Works effectively with a wide range of stakeholders at all levels, including with diverse communities
- Preferred but not essential ability to demonstrate local commitment and ability to influence locally.

What GWA Requires from Board Members

- Share the values and ethos of GWA around tackling violence against women and girls and offering excellent services, being accountable, open, transparent and committed to equality of opportunities and diversity.
- Have the time commitment needed to discharge the responsibilities of the post effectively:
 - Ideally we require members to commit to serving on the Board for a minimum of 3 years.
 - Board meetings are held bi-monthly on Tuesday evenings from 6pm – 8pm. You are also required to allow adequate preparation time for each meeting.
 - An Annual General Meeting and an annual Development Day will be arranged to the convenience of Board members.
 - Representation of GWA at other internal and external events depending on your availability.

- To carry out a limited amount of strategic level work relating to the specific role you take on. The time commitment here depends both on the role and your own availability.
- To attend any other exceptional meetings by agreement of the Board.

What GWA will provide to Board Members:

- An induction meeting with the Chair of GWA, who will also check in with you on a regular basis to ensure you are comfortable with your role.
- You will receive a written induction pack containing background information about GWA and the role of a trustee.
- You will be invited to meet key members of staff during your induction period and the CEO will also be available to answer any ongoing questions you have relating to your specific role.
- You will be invited to attend appropriate GWA activities and events in order to help familiarise yourself with the organisation.
- You will be required to attend training relating to good governance and have the opportunity to pursue training relating to your specific role.
- You will be part of a supportive team with the other members of the Board.

Board member benefits:

- To know you are playing an essential role in the running and development of GWA, enabling the organisation to continue its work with survivors of domestic abuse.
- To build up new and existing skills and knowledge relating to the development of a small, dynamic voluntary organisation.
- To learn more about a range of issues including social exclusion, volunteering, equality to name but a few!
- To be part of the GWA community and be invited to a range of fun and inspiring events.

Application process:

- Firstly, register your interest in this role by calling our office on 01224 593381 or by emailing info@grampianwa.com You can also use these contact details if you have any questions about the role.
- Complete the Board of Director application form where you are invited to explain your interest in joining our Board.
- If you are short listed for the post, we will invite you to attend a recruitment interview with the CEO and existing Trustee Director who will discuss with you individually your ability to join the Board of Directors. You will also be given the opportunity to ask questions about the organisation or role of Trustee Director.
- Successful candidates will then be invited to sit in at the next Board meeting. A programme of induction will also be provided.