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Recruitment Information Pack Welsh Women's Aid Treasurer

Dear Applicant,

Thank you for your interest in becoming a Trustee of Welsh Women's Aid with the specific role of Treasurer.

Please find below an application pack which I hope will provide you with the information you need in order to apply. This information pack and accompanying documents include:

- Trustee role description & person specification
- Application form (separate document)
- Annual reports (see our website): <https://welshwomensaid.org.uk/about/annual-reports/>
- Equalities monitoring form (separate document)

Please return your **application form** and **monitoring form** by the closing date in the advert, marked for the attention of Abby Woods to: Welsh Women's Aid, Pendragon House, Caxton Place, Pentwyn, Cardiff, CF23 8XE, or email to Governance@welshwomensaid.org.uk.

After considering your application the Board's recruitment panel will be shortlisting applicants for interview. In the meantime, if you would like an informal discussion about the role with the Chair of the Board or the CEO, please email: Governance@welshwomensaid.org.uk.

Trustees play a vital role in ensuring that Welsh Women's Aid continues to deliver much needed support and services across Wales. I very much hope that you will be inspired to join us and look forward to receiving your application.

Yours faithfully,

Sara Kirkpatrick
CEO, Welsh Women's Aid
On behalf of the Board of Trustees

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Welsh Women's Aid's vision and values

Our vision

We want a world in which women and children live free from domestic abuse, sexual violence and all forms of violence against women, and by doing so achieve independence, freedom and liberation from oppression.

Our values & approach

Welsh Women's Aid is a feminist organisation, and our values are founded on commitments to human rights, anti-discrimination and freedom from oppression. We endorse global evidence that violence against women, domestic abuse and sexual violence is gendered, a cause and consequence of the unequal position of women and girls in society, a violation of human rights, and is entirely preventable.

Our approach is founded on the following value-base:

We are feminist and value diversity of lived experiences – we amplify diverse voices, recognising that identities and life experience impact on experience of abuse and access to support, safety and justice. We advocate ending violence against women and girls alongside the liberation of all women and girls from multiple oppressions like sexism, racism, classism, homophobia, ageism, ableism, transphobia, to attain social justice for all.

We promote integrity – we are accountable, and place survivors' voices and their lived experience central to our work. We encourage respect, transparency and learning from experience, we challenge misuse of power and promote social responsibility in all we do.

We collaborate – we work with survivors, specialist services, other organisations, individuals and communities, to capacity-build services and to evidence and deliver what works in preventing violence against women, domestic abuse and sexual violence.

We empower – we advocate a rights-based approach so that all women and children can achieve their full potential, and we promote services led by and for women/minoritised groups as being vital to meeting needs and to achieving social economic and political liberation from patriarchy, racism, and other oppressions.

We transform – we are committed to challenging inequalities and discrimination, to combining high-quality services with activism for social change, and building a movement

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that ends violence against women and girls and liberates women and girls from multiple and intersecting oppressions to benefit everyone.

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 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:

- 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.

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- 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.

Treasurer - Role description

Remuneration:

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

Location:

Pan-Wales (meetings based in Cardiff, online attendance can be arranged)

Time commitment:

4 Board meetings per year, plus being Chair of the Audit subgroup (4 meetings per year)

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Reporting to:

Board of Trustees

Role description (in addition to that of a Trustee):

The Treasurer will oversee the financial matters of the charity in line with good practice and in accordance with the governing document and legal requirements, and report to the Board of Trustees at regular intervals about the financial health of the organisation. The Treasurer will ensure that effective financial measures, controls and procedures are put in place and are appropriate for the charity.

Principal responsibilities:

- Overseeing, approving and presenting budgets, accounts, financial statements and financial reports to the Board of Trustees after discussion with the Chief Executive
- Being assured that the financial resources of the organisation meet its present and future needs and are within the charity's objectives.
- Being instrumental in the development and implementation of appropriate financial, reserves policy and investment policies

Main duties:

- Liaising with the Chief Executive about financial matters
- Ensuring that appropriate accounting procedures and controls are in place.
- Advising on the financial implications of the organisation's strategic plans
- Attending and working closely with the Audit Subgroup.
- Liaising with the charity's auditors where appropriate
- Liaising with the Chief Executive to ensure that the charity's annual accounts are compliant with the current Charity's SORP
- Ensuring equipment and assets are adequately maintained and insured.
- Keeping the board informed about its financial duties and responsibilities.
- Contributing to the fundraising strategy of the organisation
- Making a formal presentation of the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way
- Sitting on appraisal, recruitment and disciplinary panels as required

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.

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

Treasurer - Person specification

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 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

Terms:

The Treasurer will serve a three-year term to be eligible for re-appointment for one additional 3-year term.

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Additional requirements for Welsh Women's Aid Trustees:

In addition to understanding and accepting the legal duties and responsibilities of Trustees, as outlined above, each Trustee is expected to demonstrate:

- A commitment to Welsh Women's Aid's vision, mission and strategic objectives.
- A commitment to feminist principles, and to ending violence against women within a framework of gender equality and human rights; to delivering services within a women-led environment, and to promoting women's equality and empowerment.
- A strong commitment to voluntary and community sector services and good knowledge of the violence against women, domestic abuse and sexual violence sector.
- A strong strategic vision and an ability to think creatively in a problem solving and strategic way, and a willingness to learn and maximise personal development.
- Good independent judgement, a willingness to express constructive opinions whilst considering the views of others and being able to work effectively as a member of a team.
- Extensive skills and experience in one or more of the following areas:
 - Governance and strategic planning
 - Fundraising and diversifying income streams
 - Financial management
 - Working in the voluntary sector or relevant public services
 - Legal issues e.g. employment, justice system, family law, human rights
 - Marketing, publicity and communications
 - Information Technology
 - Quality Assurance and impact measurement
 - Policy development and campaigning

Eligibility of Welsh Women's Aid Trustees:

Trustees of Welsh Women's Aid must be a woman at least 18 years old or older.

Some people are disqualified by law from acting as charity Trustees. Subject to waiver provisions (see below) this includes anyone who:

- Has an unspent conviction for an offence involving dishonesty or deception.
- Is currently declared bankrupt (or is subject to bankruptcy restrictions or an interim order) or has an individual voluntary arrangement (IVA) with creditors.
- Is disqualified from being a company director.

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- Has previously been removed as a Trustee by either the Charity Commission or the High Court due to misconduct or mismanagement

It is normally an offence to act as a Trustee while disqualified unless the commission has given a waiver. It is a Trustee's duty to inform Welsh Women's Aid if there are any changes in a Trustee's circumstances that impact on their eligibility to act as a Trustee.

Before becoming a Trustee, you will be required to sign a standard declaration of eligibility and to consent to us undertaking a basic Disclosure and Barring Service (DBS) check.

If you are successfully recruited to become a Trustee, we will inform the Charity Commission and Companies House of your appointment.

Additional information:

Benefits of becoming a Trustee:

- To use your skills and experience to make a difference, working to prevent violence and abuse and helping to ensure that the needs of survivors are met.
- To help ensure that specialist independent services are sustainable and supported.
- To develop new skills, especially around leading a national organisation, management and strategy.
- To meet new people and develop new contacts.
- To broaden your experience and knowledge of the not-for-profit sector.
- To enhance your CV.
- To lead the direction of the charity over the next 5 years and ensure Wales takes the lead in preventing violence against women, domestic abuse and sexual violence, across the UK.

An induction and training programme will be provided, particularly for those without previous experience of Welsh Women's Aid or of being a Trustee.

Appointment and induction:

Trustees are elected to the Board at the Annual General Meeting of Welsh Women's Aid. Trustees can be co-opted to the Board between Annual General Meetings and must then be confirmed at the next AGM.

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All Trustees will be offered an induction to their role, providing an opportunity to learn about their duties and about different aspects of Welsh Women's Aid, including:

- An induction pack of essential information: a Trustee role description, copy of WWA governing document, annual report and accounts, and minutes of previous Trustee meetings.
- An opportunity to get to know other Trustees.
- An opportunity to find out about the roles and responsibilities of Trustees thorough briefings at Board meetings or attendance at training.
- An opportunity to find out about the organisation – meetings with key staff, visits to services and premises or presentations by staff members.

Trustee appointments will be reviewed annually, and newly inducted Trustees should expect to serve for at least one term. Trustees report to the Chair of the Board, and WWA ensures that the Board's performance is reviewed annually.

Trustees shall be appointed or elected for an initial period of three years. Post-holders who serve a three-year term are eligible for re-appointment for one additional three-year term, before standing down.

A 12-month gap is then required after 2 consecutive terms have been served before further applications can be considered. This is in line with the need for progressive refreshing of the Board.

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