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

Welsh Women's Aid Trustee Role Description and Person Specification

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 & time commitment:

Trustees must attend 4 full Board meetings per year, plus membership of at least one Board subgroup (meaning a minimum of 8 meetings a year is required). Additional ad-hoc meetings may be called as needed.

WWA also holds an additional annual AGM, this is an in-person meeting, usually held in November, and venues vary across Wales. Reasonable expenses for travel and accommodation will be paid.

Reporting to:

Chair of the Board of Trustees.

Trustee role description:

The statutory duties of a Trustee are:

- To ensure the organisation complies with its governing documents as stated in the WWA 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.

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 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 and monitor their performance.

In collaboration with other Trustees, to hold the charity “in trust” for current and future beneficiaries by:

- Ensuring that Welsh Women’s Aid 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.

Trustee person specification:

Trustees must have:

- Strong empathy with Welsh Women’s Aid’s mission.
- Experience, skills, and expertise in the prevention of violence against women and girls combined with an in-depth 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.

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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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