

## Volunteer Board Member (Trustee) role description and skills profile

**Role title:** Board Member/Trustee

### Why do you need me?

Edinburgh Women's Aid strives for a society free from domestic abuse by providing practical and emotional support, and information and advice to women and children. The charity also raises awareness of domestic abuse and its prevalence across society. The Board is responsible for effective governance of the charity.

We are looking for new Board members to bring diverse skills to the Board to enhance the governance of the charity.

### What activities will I be involved in?

- Attendance of and active participation in Board meetings (which take place four times per year)
- Preparation for discussions of the Board (reading papers in advance of meetings)
- Willingness to join at least one sub-group (currently strategy, personnel and finance) and actively participate in these meetings (which take place around three times per year per sub-group)
- Attendance at Annual General Meeting
- Attendance at annual strategy day (which usually takes place on a Saturday)
- Participation in occasional staff recruitment processes, development days and training (approximately 3 days per year)
- Governing the charity in accordance with its governing documents, the policies developed by the Board and the requirements of OCSR <http://www.oscr.org.uk/managing-your-charity/trustee-duties/> and relevant legislation
- Recommending policies to the Board
- Establishing the overall goals and strategic priorities of the charity in order to meet the needs of the service users and taking into account funding streams and restrictions, and evaluating the charity's success in meeting these goals and priorities
- Ensure the financial stability of the charity
- Fostering positive working relationships with other Board members and members of staff
- Promoting the charity through community networking

### What skills and abilities will I need to have?

- Commitment to the ethos of the charity and a feminist analysis of domestic abuse
- Commitment to the work of the organisation
- Excellent communication skills
- Excellent time-management skills
- Awareness of and abstention from any conflict of interest
- Non-judgmental, inclusive approach
- Willingness to speak your mind

**What are the goals?**

- Be an enthusiastic advocate for Edinburgh Women's Aid
- Make a difference to your local community
- Effectively govern the charity in a responsible way so as to benefit service users

**How much time should I offer?**

- A minimum commitment of six hours a month (includes Board and Sub Group meeting preparation)

**Where will meetings be based?**

- Normally board meetings are held in the evening at our office in Stockbridge, Edinburgh. Development days and AGM are either held in Stockbridge or elsewhere in central Edinburgh

**What are the benefits to me?**

- Meeting and working with new people
- Developing your governance skills
- Developing your finance skills
- Developing your team work skills
- Adding to your CV
- Developing your leadership skills
- Making a difference to your local community
- Improving the lives of women and children affected by domestic abuse
- Having fun, sharing your enthusiasm and doing something new!

**Is there an induction and training?**

- You will be given an induction to help familiarise you with Edinburgh Women's Aid services. You will also receive an induction to the Board.
- There are ongoing opportunities for training and progression to roles on the board e.g. chair, deputy chair, treasurer.

**What ongoing support/guidance will there be?**

- Opportunities to meet and network with staff and fellow Board members during the year, and attend relevant training courses.

**Will my expenses be paid?**

- We pay volunteers' "out-of-pocket" expenses within agreed guidelines.

**Are there any reason's you won't accept my application?**

- If you are barred from being a company director or trustee of a charity, or barred from doing work with vulnerable adults.
- If you have used any of our services or been employed with us over the past year.
- We only accept applications from women.
- If you are closely related to a member of staff.

**What's the next step?**

Fill out an application form and we will carry out a selection process, as we have a limited number of spaces on our board.

*A satisfactory Disclosure Scotland Children and Protected Adults PVG (protecting vulnerable groups) scheme membership check is required for this position for all Board members. There is no cost attached to this and we will support you to complete the application. We require this check in order to safeguard our Board members and our service users from harm. More information on this process can be found at <https://www.mygov.scot/working-jobs/finding-a-job/disclosure/>*