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| **Job Title:** | Chairperson (Trustee) |  | **Place of Work:** | N/A |
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| **Accountable To:** | Charity Commission |  | **Remuneration:** | Agreed expenses only |

**Our Vision:**

Women’s Aid in Luton exists until Women and Children are Safe:

* We exist to empower women through the provision of support and advice to secure accommodation, to successfully move on to independent living, free from abuse and to achieve overall well-being.

**Our Purpose:**

* We exist to provide support, advice and guidance and safe accommodation for women and children who have suffered from or are exposed to Gender Based Violence.
* We passionately believe that all women and children have a right to feel safe and secure and to live free from all forms of abuse and violence.

**Our Values:**



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| **Commitment** |  | We believe wholeheartedly in what we are doing and we are committed to WAIL’s vision; ensuring continuous professional, personal and organizational growth and development. |
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| **Integrity** |  | Is at the heart of all that we do. We work together using evidence-based support in and in a state of being whole and undivided; valuing each other and our clients. |
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| **Leadership** |  | We are the expert voice on domestic violence against women in our community and are committed to shaping the local and national agenda on domestic violence. |
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| **Progress** |  | We are committed to work with and develop the organization to ensure that WAIL is viable and sustainable to meet the needs of all current and future beneficiaries. |
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| **Empowerment** |  | We create an environment which promotes and enables curiosity, self-motivation, confidence and understanding. |
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| **Working Together** |  | We will work collaboratively with others to achieve common goals, ensuring that no woman is turned away from the support she needs, when she needs it |

We undertake ‘values-based recruitment’ to ensure that candidates own values and behaviours are aligned with our values.

**Overall purpose and Responsibilities:**

Trustees will be responsible for the overall governance of the Charity; ensuring decisions that are taken serve to support the Organisations’ strategic goals and aims and contribute to the on-going sustainability and growth of the Charity. They are responsible for ensuring that robust processes are in place and adhered to by staff working within the Charity and that any decision taken, whether financial or otherwise is properly documented and capable of scrutiny.

Trustees will maintain and demonstrate a commitment to the Organisation’s vision, values, strategic aims and objectives. They will provide support to the team and to service users living within the refuges. They will maintain high standards of professionalism at all times whilst working as a Trustee and will respect the confidentiality of staff and service-users.

**Specific responsibilities of a Chairperson include:**

* Providing leadership for the Board of Trustees in their role of setting the strategy and policy for the Organisation
* Planning the annual cycle of Board meetings and ensuring that agendas are set for each meeting in accordance with the constitution of the Organisation
* Chairing the Board meeting and ensuring that these are properly conducted in accordance with the constitution of WAIL
* Ensuring that any actions agreed within a Board meeting are completed and where they are not, ensuring that the reasons are properly recorded within the minutes
* Acting as a representative of WAIL at meetings and functions and where it is appropriate to do so, to act as a spokesperson for the Organisation at meetings/functions or in the media
* Providing line-management to the Senior Management Team within the Organisation; ensuring that appropriate policies are followed at all levels within WAIL
* Liaising with employees to keep an overview of the activities of the Organisation and providing support to them as required
* Conducting performance appraisals for members of the Senior Management team and ensuring that the performance appraisal process is conducted throughout the Organisation
* Participating on appointment, disciplinary and grievance panels as required.

**Duties of a Trustee include:**

* ensuring that the Organisation complies with its own governing constitution, relevant legislation and regulations including but not restricted to, financial, employment, organisational and charity
* ensuring that the Organisation pursues its objectives as defined within its own governing constitution and any supplementary business and strategic plans agreed by the Board of Trustees
* ensuring that the Organisation applies its resources exclusively in the pursuance of its objectives i.e. that the Organisation does not spend money on activities which are not funded or included within its objectives, no matter how worthwhile or charitable those activities are
* actively contributing to the running of the Organisation through the provision of firm strategic direction, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
* safeguarding the good name and values of the Organisation
* representing the Charity at functions and meetings where appropriate
* declaring any conflict of interest while carrying out the duties of a Trustee
* to be collectively responsible for the actions of the Organisation and other Trustees
* ensuring the effective and efficient administration of the Organisation
* abiding by the WAIL Equal Opportunities Policy and other policies concerned with valuing diversity of employees and service users
* ensuring the financial stability of the Organisation
* protecting and managing the property of the Organisation and to ensure that there is proper investment of the Organisation’s funds
* ensuring that the Organisation is properly insured against all reasonable liabilities
* participating in the appointment of employees to the Organisation where required and providing employees with appropriate support
* to review completed performance monitoring forms for employees; providing guidance where performance is falling short of expected levels and recognising exceptional performance amongst the employees
* attendance at Board meetings; having properly prepared in advance for each meeting
* attendance at sub-committee meetings as and when such Committees are formed
* providing assistance from time to time with activities arranged by the Organisation for the purpose of raising funds and awareness of the work of WAIL
* to keep abreast of the activities of WAIL and the wider issues within the media and locally which may impact upon the work of the Organisation.

In addition to the above, each Trustee should use any specific knowledge or experience they have to help the Board of Trustees to reach sound decisions. This will involve the scrutiny of Board papers, leading discussions on key issues and providing advice and guidance to the Board and Organisation on new initiatives or other issues on which the Trustee has particular knowledge, experience or expertise.

**Aspects of the Role**:

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| **Time Commitment:** | |
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| Being a Trustee can be hard work as you will have the ultimate responsibility for running the Charity; its property, finances and the employment of any staff or volunteers. We normally expect Trustees to commit to be available for a minimum of one meeting per month which will normally be held outside of normal working hours, on an evening or Saturday morning. However, there may be occasions when the activity within the Organisation is increased i.e. due to organisational review or as a result of on-going internal issues which may require additional input from the Board of Trustees. | |
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| **Training:** | |
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| All Trustees will be given induction and other training as required to enable them to contribute fully to the Organisation. Where Trustees may be required to attend mandatory training, expenses will be reimbursed but Trustees will not be remunerated for their attendance on training. | |
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| **Context:** | |
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| Due to the sensitive nature if this role we will be considering female applicants only for this post in accordance with the provisions of the Occupational Requirement (Equality Act 2010, pursuant to schedule 9 part 1) | |
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| **Rehabilitation of Offenders Act 1974:** | |
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| Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-over or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provision of the Act, and, in the event of the employment being taken up. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. Disclosures are handled in accordance with the DBS (formerly CRB) Code of Practice. | |
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| **Resources:** | |
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| Trustees are accountable for the assets and financial resources of the Charity. | |
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| **Working Environment:** | |
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| Meetings will generally be held within the Charity’s Head Office, but there may be occasions when the responsibilities of the role require Trustees to travel across other premises occupied by WAIL in Luton. | |
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| **Charitable Status:** | |
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| WAIL is a registered charity and as such, volunteers (including Trustees) are encouraged to contribute to work undertaken by the Organisation in respect of ‘fundraising’ and ‘income generation’. | |
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| **Policies and Procedures:** | |
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| All volunteers, including Trustees, working within WAIL are expected to adhere to all policies and procedures relevant to their tenure and each have a responsibility to ensure that they are aware of the current policies that are in place. Specifically, all volunteers will be responsible for adhering to those policies and practice concerning Health & Safety and Data Protection/Confidentiality. | |