

# WYCOMBE WOMEN'S AID

## Job Description

Trustee (Member of Management Committee)

### Individual Trustee Responsibilities:

- 1 To attend Management Committee meetings regularly, informing the Chair if unable to attend.
- 2 To understand and be fully committed to the mission statement and aims of Wycombe Women's Aid.
- 3 To act in WWA's interests only (not your own).
- 4 To challenge all incidents of discrimination should they happen within the organisation or at any other meetings attended on behalf of Wycombe Women's Aid.
- 5 To become more aware of how your own behaviour may discriminate against others.
- 6 To act with integrity, and avoid any personal conflicts of interest.
- 7 To exercise reasonable care and skill, using personal knowledge and experience, to ensure that WWA is well run and to not delegate control of WWA to others.
- 8 To consider getting external professional advice on all matters where there may be material risk to WWA, or where Trustees may be in breach of their duties.
- 9 To avoid undertaking activities that might place WWA's funds, assets or reputation at undue risk and to take special care when investing the funds of WWA.
- 10 To take a share of the Management Committee's work by offering to do such jobs as:
  - Asking clients and members of the Association for their views on the organisation, and encourage them to stand for election to the Management Committee.
  - To work on a sub-committee of the Management Committee.
  - To take a particular post on the Management Committee.
- 11 To give written and verbal reports back to the Management Committee of meetings you attend on its behalf.
- 12 To ensure that safe recruitment practices for recruiting employees and volunteers are followed at all times.
- 13 To support all decisions once they have been agreed by the Management Committee.

14 Respect the confidentiality of everyone involved in Wycombe Women's Aid.

**Joint Responsibilities with all other Management Committee members:**

- 1 To have overall responsibility for managing the affairs of Wycombe Women's Aid to ensure high quality services for women and children experiencing domestic violence.
- 2 To ensure that WWA operates in an effective, responsible and accountable way.
- 3 To ensure that the organisation complies with the rules in its own Memorandum and Articles of Association, as well as charity law and company law and within the confines of any contract it has in place with other bodies such as grant giving organisations, housing associations and local authorities.
- 4 To act as employers for the employees of the organisation and to support employees in their work to implement the strategic decisions taken by the Trustees at an operational level.
- 5 To comply with all other relevant legislation in its role as employer and provider of services, such as employment law, health and safety regulations and safeguarding.
- 6 To decide overall policy for the organisation's work within the guidelines laid down by members.
- 7 To receive all monies on behalf of Wycombe Women's Aid, to oversee the financial affairs of the organisation and to ensure WWA is, and will remain, solvent and financially stable.
- 8 To ensure WWA uses its funds properly and wisely, and only to further the purposes and interests of the charity.
- 9 To prepare reports on WWA's work, and to ensure Annual Returns and accounts are submitted.
- 10 To be satisfied that, within the constraints of resources, the organisation is meeting its aims.
- 11 To respond to any dissatisfaction of the funders or users of the organisation over the services provided.
- 12 To determine the strategy and structure of WWA, and to take a long term view of how the work of the organisation should develop through its business plan.
- 13 To assist in the application for grants to ensure that funding continues.

- 14 To ensure that all delegated management committee responsibilities are carried out.
- 15 To support employees, volunteers and other committee members.
- 16 To support fund raising and other events organised by the organisation.
- 17 To safeguard and promote the values, mission, reputation and interests of the organisation.
- 18 To work in the context of the delegated authorities and standing orders.
- 19 To appoint and supervise the CEO and monitor her performance.