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**WAND UK Trustee Job Description**

**Trustee Role Purpose**

Responsible for the overall governance and strategic direction of the Charity developing its aims, objectives and goals in accordance with WAND policies, legal and regulatory guidelines.

**Main Responsibilities**

* Ensuring that WAND complies with guidelines, legislation and other regulations as applicable to a registered charity.
* Making sure that WAND pursues defined goals in line with its stated objectives and strategic plan.
* Monitoring the financial position of the Charity and ensuring that it is stable and operates within its means and that there are clear lines of accountability for financial management
* Ensuring that the resources of an organisation are used only to pursue legitimate objectives.
* Contributing to the Board in providing strategic direction to management and supporting the development of policies, goals and targets.
* Regularly attending and taking a full part in meetings including scrutinising board papers and other communications and offering advice and comment to the Board and management.
* Be willing to attend training events and/or undertake online training programmes to meet WAND policies on induction, health and safety, diversity and other training for Trustees.
* Using specific expertise to assist in certain areas in accordance with the WAND trustee skills audit.
* Maintaining confidentiality about any sensitive or confidential information received in the course of duties as a trustee

[As a small charity, there will be times when the trustees will need to be actively involved beyond Board meetings. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the trustee has special expertise.]

**Person Specification**

* Commitment to the goals and aims of WAND and experience in one or more of the skill mix roles identified by WAND
* Dedication to the role and a willingness to devote the required time including attending four or more Board meetings a year plus ad hoc meetings and planned visits as appropriate.
* An awareness and interest in the problems facing women in isolated and excluded communities and the role of the voluntary sector in the provision of services.
* Understanding the importance of carrying out required legal duties as a Charity Trustee.
* An ability to communicate at Board level and offer objective and reasoned advice and comment at a strategic level.
* Integrity and objectivity which can be applied to all aspects of the role.
* An appreciation of the role of equal opportunities and diversity in a community based charitable provider and how these should be applied.

**Terms of appointment**

**Terms of office**

* Trustees are appointed for a 3 year term of office.
* After the 3 years of service a trustee needs to stand down and be re-elected by the Board if they would like to continue.
* This is a voluntary position, but reasonable expenses will be reimbursed.

**Time Commitment** (Estimated at 1-2 hours maximum per month)

* Attending four Board meetings annually. Currently meetings are held remotely and in person at WAND UK’s office located at St Charles centre for health and wellbeing, Exmoor street W10 6DZ.
* Attending the half day of annual strategy and planned training days.

**Committee membership**

Ad hoc and occasional support through working groups and / or support to WAND staff and volunteers.