



**Every woman deserves  
respect and support**

Title	<p><b>Trustee</b> (A Trustee is also a director of a company limited by guarantee).</p>
Term of Office	<p>Three years, renewable to a maximum of nine years.</p>
Expenses	<p>This position is voluntary, however trustees are encouraged and expected to claim relevant incurred expenses including:</p> <ul style="list-style-type: none"> <li>• Business mileage payment of 40p per mile;</li> <li>• Public transport costs;</li> <li>• Parking costs;</li> <li>• Childcare or other caring responsibilities costs;</li> <li>• Direct and identifiable costs such as printing or postage</li> </ul>
Time Requirement	<p>Excluding any additional responsibilities as an Officer or Sub-Committee Chair, the time requirement in days per annum is estimated to be:</p> <ul style="list-style-type: none"> <li>• Preparation for and attendance at Board Meetings – 4 days</li> <li>• Board Awaydays/strategic development – 3 days</li> <li>• Training and regular personal/professional development – 3 days</li> <li>• Membership of at least one Sub-Committee – 2 days</li> </ul> <p><b>Total 12 days per annum 1 day per month</b></p>
Beliefs and Values	<p>LWA wants Trustees to be involved because they share the beliefs of the organisation. We do what we do because we believe:</p> <ul style="list-style-type: none"> <li>• All women and children should live in safety, free from abuse and fear.</li> <li>• Every woman and child has a voice and should be empowered, inspired and listened to.</li> <li>• Women centred support is powerful and improves the lives of women, men and children.</li> </ul> <p><b>LWA values are:</b></p> <p style="text-align: center;"><b>Be Exceptional Be Courageous Be Inclusive Be Inspirational Be Responsible</b></p>
Benefits of being a Trustee	<p>LWA encourages Trustees to actively engage with LWA and from this they benefit by:</p> <ul style="list-style-type: none"> <li>• Feeling good and making a difference.</li> <li>• Sharing skills and experience to enable people to make positive changes to their lives.</li> </ul>

	<ul style="list-style-type: none"> <li>• Feeling rewarded and enriched.</li> <li>• Obtaining further skills to develop their professional life, such as chairing, scrutinising, analysing, financial management, and committee work.</li> <li>• Personal development.</li> </ul>
Duties	<ul style="list-style-type: none"> <li>• Ensuring that LWA pursues its stated objects, as defined in its Articles, by developing and agreeing a long-term strategy.</li> <li>• Ensuring that LWA complies with its Articles, charity law, company law and any other relevant legislation or regulations.</li> <li>• Ensuring that LWA applies its resources exclusively in pursuance of its charitable objects (ie the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public.</li> <li>• Ensuring that LWA, and you as a Trustee, promote and live the beliefs and values of LWA.</li> <li>• Ensuring that LWA defines its goals and evaluates performance against agreed targets.</li> <li>• Safeguarding the good name and values of LWA.</li> <li>• Ensuring the effective and efficient administration of LWA, including having appropriate policies and procedures in place.</li> <li>• Ensuring the financial stability of LWA.</li> <li>• Protecting and managing the property of LWA and ensuring the proper investment of the charity's funds.</li> <li>• Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the Chief Executive.</li> <li>• To conform to and sign the Trustee Code of Conduct.</li> </ul> <p>In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience they possess to help the Board reach sound decisions. This may involve scrutinising Board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the Trustee has special expertise.</p>
Key functional relationships	<ul style="list-style-type: none"> <li>• LWA Board.</li> <li>• Senior Leadership (SLT).</li> <li>• Advisers, consultants and other key stakeholders.</li> </ul>
Personal Specification	<ul style="list-style-type: none"> <li>• A commitment to LWA, its beliefs and values.</li> <li>• A willingness to devote the necessary time and effort.</li> <li>• Strategic vision.</li> <li>• Good, independent judgement.</li> <li>• An ability to think creatively.</li> <li>• A willingness to speak their mind, constructively.</li> <li>• An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.</li> <li>• An ability to work effectively as a member of a team</li> </ul>