

## **Trustee Information**

### **Why join the Board of the Women's Support Project**

The Women's Support Project is a charitable company. Our charity directors (trustees) are the people who make up the governing body and have the 'general control and management' of our charity.

We are looking for women who believe in our purposes, believe that they can offer their skills and time to our charity and who may be looking at an opportunity to develop their strategic skills. We welcome applications from women of all backgrounds and levels of experience, whilst at this point we have particular interest in hearing from people who have experience in the following areas:

- Finance.
- Fund raising/Income generation
- Migration / immigration

We would be keen to hear from people who have lived experience of any of the issues our work covers.

The following information will attempt to illustrate what you may be able to achieve as a charity trustee at the Women's Support Project, what the directors are responsible for under charity, company and employment laws, and what support you can expect from the employees and other volunteers within our organisation.

### **Who are the Women's Support Project**

The Women's Support Project (WSP) is a national organisation based in Glasgow. We aim to raise awareness of the extent and effects of violence against women and girls (VAWG), and to support those affected by this.

Key themes in our work are addressing unmet need and emerging issues, making links between different forms of violence and abuse, and supporting multiagency and partnership approaches, ensuring the root causes of male VAWG are addressed. The work of WSP bridges the gap between statutory and specialist services in their response to male VAWG.

Our priority areas of focus are:

- Commercial Sexual Exploitation (including women involved in selling or exchanging sex);

- Racially minoritised women’s experiences of VAWG (including FGM and ritual practices);
- Technologically facilitated harm.

### **The feminist perspective**

WSP adopts a feminist ethos and principles in all its activities. This perspective asserts that male violence against women is a violation of women and children's human rights; is the result of an abuse of power and control, and is rooted in the historical status of women in society.

### **Director-trustee**

As a director you will be instrumental in helping us realise our vision and mission. Part of your role will be to ensure that our day to day operation fulfils our strategic vision.

If you decide to join the Women’s Support Project you will:

- Guide us toward our vision
- Keep us on the path towards delivering our mission
- Help us to uphold our values
- And by doing so, help women and children and change society for the better

### **Our Charitable Purpose**

The objects of the Women’s Support Project are to relieve the distress and advance the health and wellbeing of women, and their children, affected by male violence.

In furtherance thereof WSP will:

- i. Enhance the knowledge and education of women (and their children) who are at risk of or have experienced male violence, by providing information and support.
- ii. Engage with women and provide opportunities for creative consultation to amplify female voices.
- iii. Build capacity for responding to those affected by male violence by working with relevant statutory, private, and third sector partner agencies, for example design and delivery of practitioner training.
- iv. Support public education and workforce development by developing and disseminating information and resources.
- v. Raise awareness of the causes, extent and impact of male violence, links between different forms of male violence, and good practice in responding through public education and community engagement work.
- vi. Contribute to the development of strategic responses to male violence through multi-agency and partnership working at local and national levels.
- vii. Identify and respond to gaps in information and services, where appropriate and as resources allow.
- viii. Promote feminist values and lobby for social change that tackles inequality between women and men.
- ix. Undertake other such activities as shall promote and assist the furtherance of the objects of the Women’s Support Project.

### **Charity Director’s Duties**

General duties under The 2005 Act and The Companies Act 2006 specify that the charity trustee/director of a charitable company must:

- Act in the interest of the charity. Directors should put the interests of their charity before their own interests, or those of any other person or organisation
- Operate in a manner consistent with the charity's purposes. Directors should carry out their duties in accordance with the Perthshire Women's Aid Articles of Association
- Act with due care and diligence. Directors should take such care of their charity's affairs as is reasonable to expect of someone who is managing the affairs of another person
- Ensure that the charity complies with the provisions of the 2005 Act, Companies Act 2006 and other relevant legislation
- Actively avoid conflict of interest (The Companies Act 2006)

The following duties for charity trustees/directors are usually delegated to staff of the Women's Support Project. However, trustees/directors need to ensure that these are delivered satisfactorily as the responsibility still rests with them. These duties include:

- Updating charity's details
- Reporting to OSCR and Companies House
- Financial record keeping and reporting, staff will assist charity trustees/directors with all financial duties
- Taking control of how their charity fundraises
- Making sure that their charity meets legal requirements when referring to their charitable and incorporated status, for example in advertisements, and in their duty to provide information about their charity to the public

The role of the Board is to safeguard and promote the purposes, values and mission of The Women's Support Project; to determine the strategy and structure of the organisation, ensure that our organisation operates in an effective, responsible and accountable manner and to ensure the effective functioning of the board.

### **Remit of the Board**

The following will give you a flavour of the remit of the board of trustees/directors. Please note that the role of a director is a strategic one rather than operational. As a director you will be assisted in your role by operational staff and volunteers.

General remit of trustees/directors:

- determine the organisational strategy for Women's Support Project
- attend board meetings as scheduled
- attend any relevant training, conferences, away-days and seminars as required
- determine other internal strategies, such as fundraising and marketing
- ensure all personnel issues are dealt with swiftly and appropriately
- deal with complaints, grievance and disciplinary matters as required
- assist in the recruitment and selection of management
- conduct exit interviews with management staff members if required
- assist with the development of relevant policies
- ensure that the Women's Support Project operating within employment practice and legal guidelines

- be aware of organisational funding applications

### **Estimated Time Commitment**

Board meetings: approximately 2 -3 hours every 2 months

Emails: 30 minutes a week

Development days/training: 2 days per year

### **Trustees/Directors' Expenses**

The Women's Support Project offers travel and other relevant out of pocket expenses in line with our finance policy. As we are a charitable company, our directors will not be remunerated for being charity directors.

### **Support**

The Women's Support Project will support you in your role of a director by providing:

- induction, training, and opportunities for further development
- regular, accurate and relevant information on all aspects of the organisation
- time to discuss and clarify issues
- encouragement to question decisions and give constructive feedback
- administrative support for Board meetings
- prompt payment of incurred expenses

### **What's next**

Thank you for taking time to read about our organisation.

If you are considering becoming a Director at the Women's Support Project we will be holding an online information session on 16<sup>th</sup> June at 6pm, please contact [heather@womenssupportproject.org.uk](mailto:heather@womenssupportproject.org.uk) if you would like to attend or if you would like an application form. If you would like to discuss your application please contact Heather Williams (Manager) on 07968005582.

If you are not considering becoming a trustee at this time, please send this on to others who you think may be interested.