



Dear Applicant

Thank you for your interest in becoming a Trustee of Hull Women's Aid.

Please find enclosed an application pack which I hope will provide you with the information you need in order to apply. The application pack includes:

- A Role Description
- General information on being a Trustee
- The application form

### **Key information**

The Trustee Board meet once a month in Hull, normally on the last Tuesday of the month. The meeting runs from 7pm until approximately 9pm. Documents are usually sent in advance of the meeting. In addition to this you may be asked to attend additional sub group meetings or attend training. Occasionally trustees may get more involved in operational issues where their expertise is required.

### **Returning your application by post:**

Please return your application form and equal opportunities monitoring form (in a separate envelope) marked for the attention of Michelle Donnelly PO Box 557 Hull HU5 2YB. Please mark the envelope 'Private and Confidential'.

### **Returning your application by email:**

Please email the application to [manager@hullwomensaid.org](mailto:manager@hullwomensaid.org)

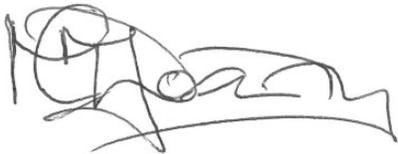
We will consider applications from potential Trustees at any time, therefore there is no specific closing date.

Applicants for Trustee vacancies who have skills and experience required by the Board will be invited to an interview with us. This will be an opportunity to discuss in more detail the Trustee role within the organisation. In the meantime, however, if you would like an informal discussion about the role or would like any additional information please feel free to telephone me as detailed below.

Trustees play a vital role in ensuring that Hull Women's Aid continues to deliver much needed services to women and children affected by Domestic Abuse.

I very much hope that you will be inspired to join us and look forward to receiving your application.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Michelle Donnelly', written in a cursive style.

Michelle Donnelly

Service manager

Hull Women's Aid

Tel: 01482 446099/474133

## **Role Description for Trustee Hull Women's Aid**

- To ensure that the organisation acts at all times in line with its constitution, Memorandum and Articles of Association, charity and company legislation and all other legal or funders requirements.
- To ensure that she understands the constitution and other governing documents of the organisation.
- To act at all times in the best interests of the organisation and its beneficiaries.
- To ensure that the organisation acts at all times in line with its objectives as a charity and that decisions made by the committee are in line with the charitable objectives, ie. that all business conducted by the organisation is for the benefit of the clients and in line with the constitution.
- To ensure that the organisation meets all statutory duties e.g. health and safety, equal opportunities, Housing Acts and Registered Care Homes Acts, and does not break any laws
- To ensure that all the assets of the organisation are well managed and maximised where possible.
- To ensure that the organisation manages its finances and other resources prudently and efficiently and is able to account for all income, expenditure, investments etc. at any time and is financially stable.
- To ensure the organisation is effectively managed and services delivered in line with all stakeholders requirements.
- To ensure that the organisation makes the necessary returns to the charity commissioners and Companies House as required.
- To understand and be committed to the aims and objectives of the organisation.
- To take responsibility for strategic planning, and for ensuring policy formulation, goal setting, monitoring and evaluation performance and service delivery takes place.
- To ensure that all the information and reports needed to make sound decisions are received and that these are read and understood.
- To take advice from other sources including legal and financial advice where this is necessary and where the committee does not have the required expertise.
- To ensure that the organisation is appropriately insured.
- To ensure that staff are recruited in line with employment laws and are properly supervised and monitored in carrying out their duties.
- To work with other Trustee and to ensure the Trustee is an effective body acting in the interests of the organisation and its beneficiaries.

- To attend meetings on a regular basis and read all the papers, contribute to the discussions and make decisions.
- To participate in tasks as required over and above Trustee meetings (from time to time.)
- To keep informed on issues which affect the organisation and to promote the organisation externally.
- To comply with and promote the organisations equal opportunities policy and procedures.
- To declare any conflicts of interest as soon as they are known.

## **Roles and Responsibilities of the Trustee**

Women who take on these roles and responsibilities need to have:

- A commitment to the aims, principles and work of the organisation;
- Management skills and experiences that they can offer or are prepared to learn;
- Commitment of time necessary to play an active role in the running of the organisation;
- Trust worthiness and integrity;
- Knowledge of the needs of women and children experiencing domestic violence.

### Responsibilities

1. To enter into all legal undertakings on behalf of the organisation to ensure that it meets its legal obligations:
  - Contracts of employment.
  - Legal obligations visa vis health and safety, equal opportunities, data protection etc.
  - Legal obligations re finances, grants, fundraising, insurances etc.
2. To ensure that the organisation remains financially viable, and that all its financial obligations are met and to oversee all accounting and financial procedures.
  - Employ someone who is competent in keeping accounts and providing the Trustee with all the necessary financial procedures.
  - Employ someone to manage the day-to-day financial transactions of the organisation.
  - Authorise all very large or exceptional expenditure.
  - Oversee grants to ensure that all monies are spent according to the applicable terms.
  - Oversee expenditure to ensure that regular payments are made re places for people Charges, salaries, tax and NI etc, and that all other bills are paid.
3. To ensure that the organisation's premises are managed in a way that is within the law and meets health and safety requirements.
  - Premises are used properly and legally.
  - Major repairs and renovations are carried out.
  - Premises are as secure as possible.

- All health and safety regulations are met.
4. To ensure that HWA meets its aims and objectives according to its constitution.
- Carry out annual review and forward plan accordingly.
  - Set long term objectives and give leadership in seeking funding to aid achievement.
  - Promote methods to incorporate views and experiences of service users in future planning.
  - Adopt a flexible approach which is responsive to changing demands.
  - Work in co-operation with paid staff to initiate new work and procedures.
5. To ensure that the organisation is run in a way that embodies accountability and sound practices.
- Well informed on all relevant issues; supportive to staff and interested in all activities.
  - Hold and attend regular meetings.
  - Work with paid staff in a supportive way that promotes co-operation at all levels, inspires best practice and acknowledges the expertise of all involved.
  - Ensure that sound procedures exist re monitoring and quality assurance.
  - Support the manager in her responsibilities to promote good practices amongst all members of staff.
6. To ensure that HWA's duties as a responsible employer are carried out.
- Understand and work within current employment legislation.
  - Implement equal opportunities in recruitment, selection and training.
  - Work in co-operation with the manager to draw up job descriptions and carry out recruitment procedures.
  - Regularly review contracts of employment.
  - When necessary carry out disciplinary and grievance procedures.
  - Play appropriate part in induction and supervision of staff and in review and appraisal processes.

## HWA Trustee Person Specification

Trustees will:

- Have a commitment to campaigning against domestic abuse and for the right of women and children to live and enjoy their lives in a safe environment.
- Believe in and support the principles and values which underpin Hull Women's Aid work.
- Want to be involved in a service for women, which deals with the effects of domestic abuse and other forms of violence against women.
- Be able to attend meetings on a regular basis.
- Be willing to learn about the organisation and attend training and other events to maintain this knowledge.
- Have the ability to work as part of a team.
- Have the ability to learn from others as well as share one's own skills.
- Be confident and clear and capable of expressing opinion.
- Be able to listen to debate and adhere to a decision even where one may disagree with the outcome.
- Bring specific skills and/or knowledge to the organisation in one or more of the following areas:
  - Strategic Planning
  - Project Management
  - Change Management
  - Financial Management
  - Staff Management/human resources
  - Supported Housing / Housing Management
  - Violence Against Women (including Domestic Abuse)
  - Marketing and Promotion
  - Legal expertise
  - Local and/or National Government
  - Campaigning and Lobbying
  - Policy Development
  - Equality and Diversity
  - Public Services / Service Provision
  - Child Protection and Safeguarding

### Role Description for Chair of Trustee

- To chair Trustee meetings ensuring that they are properly conducted, that everyone is involved in discussion or decision making and that the committee has all relevant information for making decisions.
- To ensure that agendas are set and meetings called in line with the constitution.
- To ensure that all decisions taken are acted upon.
- To liaise with the Director and/or other staff, and to provide support as required.
- To represent the organisation externally.

- To take chairs action when agreed and in line with the constitution.
- To manage and supervise the Service Manager.
- To sit on panels e.g. disciplinary panels, recruitment panels as required.
- To lead in the recruitment for the post of the Service Manager.
- To lead the committee, ensuring that members are recruited, inducted and receive appropriate training and to ensure that the committee operates as a team.
- To take an active part in resolving conflict within the committee bearing in mind the best interests of the organisation and its beneficiaries

**Application Form**  
**Voluntary Positions**  
**Private and Confidential**

Please Note That CVs Will Not Be Considered

<b>Personal Details</b>	
Family Name:	Forename(s):
Preferred title (eg Mr/Mrs/Miss/Ms/Dr/Other):	
Address:	
Post Code:	
Telephone numbers	Mobile:
Home:	Work:
Personal email:	

<b>Role</b>
Please state whether you are applying to be a 'Volunteer' or 'Trustee Board Member'

**Personal Profile**

What has attracted you to the idea of a voluntary position at HWA?

Please describe any skills you have that would be useful / you would like to use at HWA.

Are there any skills / interests that you would particularly like to develop at HWA?

**Experience / Background**

Please tell us a bit about your experience or background over the past few years.

--

<b>Availability</b>
---------------------

Please indicate how many hours or days per week / month you would like to volunteer for.
--

--

Are there any times that you are not available (e.g. commitments, school holidays etc)?
---

--

For how long are you able to offer your help to HWA?
--

--

Referees

**Please give the names and addresses of two people, other than your family, who have known you for more than 12 months and who can tell us about you. For example, an employer, college tutor etc.**

Name:

Name:

Job Title:

Job Title:

Name of Organisation (if applicable):

Name of Organisation (if applicable):

Address:

Address:

Post Code:

Post Code:

Tel No:

Tel No:

How long have you known this person and in what capacity?

How long have you known this person and in what capacity?

**Conflict of Interest**

Do you have any potential conflict(s) of interest to declare? (For example do you work for or are you a Trustee of, an agency that delivers domestic abuse services? Are you related to or have a close friendship with anyone currently employed by Hull Women's Aid? Do you work for any company that currently provides good or services to Hull Women's Aid?)

**Requirements**

Do you have any specific needs or requirements you would like us to take into account either at interview or if we offer you a volunteer role?

If you are not a member of the European Community, do you require a work permit?

Please note: individuals need a work permit visa or a student visa to volunteer and cannot do any type of work, including voluntary work, on a visiting visa.

**YES / NO**

## Declaration

### Data Protection Act 1998:

**As part of the recruitment procedure we may collect and store sensitive personal data about you. We are required by law to obtain your consent to such data being recorded. It is our policy to store data relating to recruitment procedures for up to a year after the date on which it is submitted. Any information of this nature will be treated confidentially.**

**Sensitive personal data is defined as information relating to any of the following: racial or ethnic origin, political opinions, religious beliefs, trade union membership, health, sexuality, offences and/or convictions.**

I declare the information given on this form is correct to the best of my knowledge and acknowledge that by signing this form I have given my consent to sensitive personal information being recorded and stored on both manual and computer files.

Signed:

Date:

Name:

**If you are applying to become a Trustee of HWA please also complete the declaration below.**

### Trustee Declaration of Eligibility

Most people over 18 years of age can become Trustees but a few are not eligible. Under the Charities Act 1993, (as amended by the Charities Act 2006) a minority of people are legally barred from becoming Trustees of a Charity.

I declare that:

- I am over age 18
- I am not an undischarged bankrupt
- I have not previously been removed from trusteeship of a charity by a Court or the Charity Commission
- I am not under a disqualification order under the Company Directors' Disqualification Act 1986
- I have not been convicted of an offence involving deception or dishonesty (unless the conviction is spent)
- I am, in the light of the above, not disqualified by the Charities Act 1993 (section 72) from acting as a charity trustee

Signed:

Date:

Name: