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**Info for Applicants**

**WANTED - Women who want to make a difference**

Women’s Aid East and Midlothian (WAEML) aims to empower women until all women, children and young people are free and safe from domestic abuse. **We are currently seeking a Treasurer** to join our board of directors as we enter an exciting new phase of growth and development.

The Treasurer is a key office bearer who will help to strengthen our existing finance team. We’re looking for a creative and innovative feminist who can add to the skills mix of our current trustees, share our core values, have a passion for women’s and children’s rights and uphold our commitment to equality, inclusion and opportunity for all. The Treasurer will have an accountancy/finance background and experience of the charity sector and/or strategic planning is also desirable.

We are keen to improve the diversity of our Board and particularly welcome applications from women in black and ethnic minority and /or disability communities.

Our charity trustees have ultimate responsibility for directing WAEML’s activities, safeguarding assets and making financial decisions, and ensuring the organisation meets the needs of its beneficiaries. You need to commit to preparing for and attending regular evening board meetings in either East Lothian or Midlothian, usually once every two months. At the moment due to Covid restrictions all meetings are held online using Zoom. You would also be expected to join one of our sub-committees and support the organisation at various events throughout the year.

In return you will be given a full induction to help familiarise you with our services and what it means to be a charity trustee. You’ll develop networking and leadership skills and boost your own CV with an opportunity to gain experience in budgeting and financial planning, staff recruitment, project management, managing risk and developing strategy.

If you share our core values, have a passion for women’s and children’s rights and would like to help us make a real difference to women and children’s lives find out more from our CEO Julie Watson – [julie@womensaideml.org](mailto:julie@womensaideml.org). Julie can also arrange for you to have a chat with one of our exiting trustees.

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| **Application**  Please submit the Board of Director application form (attached) by email. Please write WAEML Board application in the subject line. Applications should be received by 5pm on Monday 8th March 2021 to Julie Watson: [julie@womensaideml.org](mailto:julie@womensaideml.org)  Shortlisted applicants will be invited to a virtual interview during March. |

**More about the role**

The Treasurer is a key office bearer within our team of Directors and assumes responsibilities of a finance director. They lead on the finance sub group of the Board of Directors working closely with key staff to oversee the governance of financial processes within the organisation.

WAEML employs its own office manager and CEO who have day to responsibility for the management of finances. The Office Manager specifically looks after the booking keeping, day to day money and bills. She works closely with an outsourced independent accountant who helps to prepare management accounts and financial information for yearly financial audits.

**What WAEML Requires from Board Members**

* Share the values and ethos of WAEML around tackling violence against women and girls and offering excellent services, being accountable, open, transparent and committed to equality of opportunities and diversity.
* Have the time commitment needed to discharge the responsibilities of the post effectively:
* Ideally we require members to commit to serving on the Board for a minimum of 3 years.
* Board meetings are held bi-monthly on Wednesday evenings from 6.30pm – 8.30pm. You are also required to allow adequate preparation time for each meeting.
* An Annual General Meeting and an annual Away Day will be arranged to the convenience of Board members.
* Representation of WAEML at other internal and external events depending on your availability.
* To carry out a limited amount of strategic level work relating to the specific role you take on. The time commitment here depends both on the role and your own availability.
* To attend any other exceptional meetings by agreement of the Board.

**What WAEML will provide to Board Members:**

* An induction meeting with the Chair of WAEML, who will also check in with you on a regular basis to ensure you are comfortable with your role.
* You will receive a written induction pack containing background information about WAEML and the role of a trustee.
* You will be invited to meet key members of staff during your induction period and the CEO will also be available to answer any ongoing questions you have relating to your specific role.
* You will be invited to attend WAEML activities and events in order to help familiarise yourself with the organisation.
* You will be required to attend training relating to good governance and have the opportunity to pursue training relating to your specific role.
* You will be part of a supportive team with the other members of the Board.

**Board member benefits:**

* To know you are playing an essential role in the running and development of WAEML, enabling the organisation to continue its work with survivors of domestic abuse.
* To build up new and existing skills and knowledge relating to the development of a small, dynamic voluntary organisation.
* To learn more about a range of issues including social exclusion, volunteering, equality to name but a few!
* To be part of the WAEML community and be invited to a range of fun and inspiring events.

**Application process:**

* Firstly, register your interest in this role by calling our office on 0131 663 9827 or by emailing julie@womensaideml.org. You can also use these contact details if you have any questions about the role.
* Complete the Board of Director application form where you are invited to explain your interest in joining our Board.
* If you are short listed for the post, we will invite you to attend a recruitment interview with the CEO, existing Trustee Director and a service user who will discuss with you individually your ability to join the Board of Directors. You will also be given the opportunity to ask questions about the organisation or role of Trustee Director.
* Successful candidates will then be invited to sit in at the next Board meeting. A programme of induction will also be provided.