



ROLE PROFILE

Role Title:	Board Member		
Reporting To:	Chair of the Board		
Location:	Bell Street		
Role Purpose:	To manage the governance and strategic direction of the organisation.		
Grade & Salary	Charity Trustee, Volunteer role.	Hours of work	Min 5 hours per month

KEY ACCOUNTABILITIES & RESPONSIBILITIES

Role specific

Strategic

1. Involvement in strategy development.
2. Participating in strategy seminars and working groups.
3. Monitoring achievement of long term goals.
4. Influencing long term direction.
5. Proposing new initiatives.
6. Approving long term strategy.

Governance

1. Attending regular Board meetings.
2. Monitoring progress/results.
3. Monitoring financial position, results and agreeing budgets.
4. Agreeing and signing key contracts/documents.
5. Dealing with various approvals outside of the delegated authority of management team.
6. Participating in various Board working groups formed from time to time and standing sub-committees, such as the Finance Committee.
7. Assisting with operational matters where impartial/Board input or specialist skills and experience are necessary or helpful e.g. attending meetings with the Chief Executive, joining a selection panel for recruitment, or advising on HR matters.
8. Use any specific knowledge or experience they have to help the Board of Directors reach sound decisions. This will involve scrutinising board papers, leading discussions, focussing on key issues and providing advice and guidance requested by the Board on new initiatives, or other issues relevant to the area of the company's work in which the director has special expertise.

Representative

1. Representing the Board at various key Glasgow Women's Aid internal events such as staff meetings, stakeholder days etc.
2. Attending relevant third party sector and specialist conferences –organised by or involving Glasgow Women's Aid purchasers, partners or Government sponsored events – on behalf of Glasgow Women's Aid.
3. Accompanying the Chief Executive in meetings with partner, purchaser, or finance/grant body executives to develop relationships and explore ways of working together.

COMPETENCIES

Board competencies

1. Vision

Seeing how best to make a difference, communicating and promoting ownership of the vision, promoting a public service ethos, thinking and planning strategically.

2. Self leadership

Demonstrating and adapting leadership and management, improving own leadership, enabling intelligent risk taking, demonstrating and promoting resilience, challenging discrimination and oppression

3. Motivating and inspiring others

Inspiring people by personal example, recognising and valuing the contribution of others, driving the creation of a learning and performance culture.

4. Empowering

Enabling leadership at all levels, driving a knowledge management culture, promoting professional autonomy, involving people in development and improvement

5. Collaborating and influencing

Leading partnership working, influencing people, understanding and valuing the perspectives of others

6. Creativity and innovation

Seeing opportunities to do things differently, promoting creativity and innovation, leading and managing change.

PERSON SPECIFICATION *(Knowledge, Experience, Skills & Abilities)*

	Essential	Desirable
Experience	<p>Strategic leadership and management within a small or medium sized.</p> <p>Involvement in strategic planning process</p> <p>Monitoring and evaluating performance in commercial or non-profit organisations</p> <p>Managing staff</p> <p>Working with external stakeholders</p>	<p>Management in the voluntary sector.</p> <p>Development of policy and the process of influencing this.</p> <p>Delivering accommodation, support and information services.</p> <p>Social work/social care. Working with domestic abuse.</p> <p>Being on a board or working with a Board.</p> <p>Women's Aid organisations.</p> <p>Service management/service delivery.</p> <ul style="list-style-type: none"> • Working with children. • Quality Assurance and Audit. • Legal. • Risk Management • Fund raising • Working with service users.

Skills and Abilities	<p>Capacity for strategic thinking and understanding of business planning.</p> <p>Ability to critically analyse based on sound independent judgement.</p> <p>Ability to participate positively and constructively within Board meetings, acting appropriately and responsibly.</p> <p>Ability to work co-operatively and collaboratively</p> <p>Communication and influencing skills</p> <p>Ability to be creative and innovative and respond positively to change.</p>	Specialist skills and experience that will contribute to the governance of GWA.
Qualifications / Knowledge	<p>Understanding of importance of good governance in organisations and aware of broad principles</p> <p>Understanding and acceptance of legal duties, responsibilities and liabilities of Company Directors and Charity Trustees.</p>	Experience or understanding of the voluntary sector in Scotland.
Values	<p>Commitment to the values, aims and objectives of GWA.</p> <p>Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.</p>	