

## Director Role Description

<b>1. Job Title</b>
Director East Ayrshire Women's Aid (voluntary position)
<b>2. Purpose</b>
The Directors are responsible for directing the affairs of East Ayrshire Women's Aid and ensuring that it is solvent, well-run and delivering the outcomes it has been set up to achieve.
<b>3. Scope and Range</b>
<p>Directors Group members are legally Company Directors and Charity Trustees of East Ayrshire Women's Aid. Directors are responsible for ensuring East Ayrshire Women's Aid operates within its own rules and within the law. As a Director of the company you must act at all times in the best interests of East Ayrshire Women's Aid and share responsibility for the decisions made by the Directors Group.</p> <p>The four general duties for the Board of Directors under the Trustee Investment (Scotland) Act 2005 are:</p> <ul style="list-style-type: none"><li>• To act in the interests of the charity;</li><li>• To seek, in good faith, to ensure that the charity operates in a manner that is consistent with its objects or purposes;</li><li>• To act with the care and diligence that it is reasonable to expect of a person who is managing the affairs of another person;</li><li>• To ensure that the charity complies with the provisions of the Act, and other relevant legislation.</li></ul>
<b>4. Main Duties/Responsibilities</b>
<p>Directors have collective responsibility to:</p> <ul style="list-style-type: none"><li>• Safeguard and promote the values and aims of East Ayrshire Women's Aid</li><li>• Determine the strategy and structure of East Ayrshire Women's Aid</li><li>• Assist staff to ensure that East Ayrshire Women's Aid operates in an effective, responsible and accountable manner</li><li>• Contribute to the effective functioning of the Director's Group</li></ul>
<b>5. Decisions &amp; Judgements</b>
<p>The Directors Group share responsibility for decision making in relation to:</p> <ul style="list-style-type: none"><li>• Developing the strategic direction of East Ayrshire Women's Aid</li><li>• Financial management</li><li>• Business planning</li><li>• Organisational policies and procedures</li><li>• Risk management</li></ul>

**6. Communications & Relationships**

Develop and maintain constructive working relationships with:

- Other Directors
- Staff of East Ayrshire Women's Aid
- East Ayrshire Women's Aid service users
- Members of East Ayrshire Women's Aid
- Partners
- Funders
- Public

**7. Demands of the Job (physical, mental, emotional)**

Travel to meetings of the Directors Group which are normally held in Kilmarnock

Requirement to learn about the organisation, its vision and purpose, the external environment it is working in and the responsibilities of Directors

Strategic decision making

Provide support to other Directors and staff

## **Director's Skills and Qualities**

East Ayrshire Women's Aid support our Board of Directors to develop the skills and experience they need to lead our organisation effectively. East Ayrshire Women's Aid vacancies are normally advertised. Application is normally by written application, followed by interview. In the application form and interview we are looking for clear examples of how candidates meet some or all of the criteria below.

### **2.1 Personal qualities**

We hope our Trustees are able to demonstrate the following personal qualities.

#### **Commitment**

- An understanding and acceptance of the duties and liabilities of being a company director and charitable trustee
- Empathy with the vision, values and aims of East Ayrshire Women's Aid
- A feminist understanding of domestic abuse and other forms of violence against women
- An understanding of the needs of women, children and young people who are experiencing, or have experienced, domestic abuse
- Understanding of equalities issues
- A willingness and ability to devote the necessary time and effort

#### **Focus**

- Ability to think strategically and creatively,
- Ability to keep mission-focused
- Ability to analyse and evaluate management information
- Willingness to listen and learn

#### **Communication and team working**

- Ability to communicate clearly and sensitively and to take an active part in discussions
- Ability to influence and engage
- Ability to work positively and effectively in a group

#### **Accountability**

- Ability to exercise sound and independent judgement
- Willingness to make and stand by collective decisions
- Ability to maintain confidentiality on confidential and/or sensitive information

### **2.2 Skills and Experience**

Skill and experience in any of the areas listed below would be helpful:

Strategic Planning

Legal Issues

Violence Against Women & Girls policy, services or practice

IT and Data Management

Marketing and Public Relations

Grant/Tender Writing

Regulation of Care

Communication and Social Media Skills

Human Resources

Monitoring and Evaluation

Equalities

Health and Safety & Risk Management

Service User Participation

Property Management