



## Inverclyde Women's Aid

### Trustee Role Profile

Inverclyde Women's Aid's vision is where women, children and young people are free from the threat of abuse, violence or oppression. Established in 1985, the charity has been delivering vital services for women and children across the Inverclyde area for nearly 40 years.

Inverclyde Women's Aid is a charitable organisation dedicated to working towards ending domestic and sexual abuse. We offer a confidential service across Inverclyde to support women, children and young people who are or have experienced domestic and /or sexual abuse.

In the last year, IWA had contact with over **1600** women and **700** children and young people across all services. Our dedicated team of 11 employees is led by Director, Linda Harkin and Operations Manager, Carrie Gallacher with Finance Support from Hollis Accounting, Sarah Hollis.

**Meetings:** Board meetings are held bi-monthly, either online or in-person.

**Role:** Trustees are responsible for the charity's governance and strategy, and for making sure that the charity is administered effectively. They must account for its activities and outcomes. Further information about the role of a charity trustee in Scotland is available in the [OSCR Guidance and Good Practice for Charity Trustees](#).

**Commitment:** IWA Trustees are expected to provide proactive support to IWA in delivering its aims. This includes:

- Actively supporting IWA's strategic development and effective governance
- Attendance and active participation in bi-monthly Board meetings which are currently online. Our aim will be to have at least one strategic face to face meeting per annum to devise the strategic direction of the charity with the staff.
- Representing IWA at consultation events, meetings and working groups (2-3 times per year)
- Attendance at IWA's Annual General Meeting.
- Contributing to consultation responses, surveys and engagement activity (by email, phone, web and face-to-face meetings).
- Contributing areas of particular expertise e.g. participating in IWA sub-committees, helping to develop funding bids, reviewing policies and or developing new services in the future.
- Upholds a Board Code of Conduct.
- Agrees the annual budget and strategic plan to ensure the financial viability of the Organisation.
- Provides support and direction to the Director and manages their performance.
- Contribute effectively to discussions, constructively challenge and contribute to collective decision making.



- Maintain good level of awareness of current issues relevant to the Organisation.
- Take part in training and other learning and development opportunities.
- Participate in an annual appraisal of their individual contribution.
- Represent the Organisation internally and externally positively and effectively.
- Respect and maintain confidentiality of information.
- Treat other Board Members and all staff with respect and foster effective working relationship within the Board and between the Board and executive.
- Be aware of and comply with Policies and declare any relevant conflict of interests as soon as they arise.
- Ensure you are a Fit and Proper person to serve as a Trustee.

Trustees are not paid but will be reimbursed for reasonable travel expenses related to their role.