



Women on Wheels (SCIO),
Govanhill Workspace, Unit 4,
69 Dixon Road, G42 8AT
www.womenonwheels.org.uk

Join Our Board of Trustees: Shape the Future with Us!

Are you passionate about empowering women, girls and non-binary people and their families to learn to cycle? Do you want to make a meaningful difference in your community and beyond? We're seeking committed and dynamic individuals to join the **Board of Trustees** at Women on Wheels.





About Women On Wheels

Women on Wheels is a **women, girls and non-binary** people **cycling charity** based in the heart of **Govanhill, Glasgow**. We encourage and support women, girls and non-binary people to learn how to cycle more **confidently and safely**. We strive to make cycling more **accessible and inclusive** to all women, girls and non-binary people, particularly those **overcoming barriers** such as lack of confidence, limited access to resources relating to cycling and safety concerns. We cater to **all abilities** and provide a variety of different skill-set sessions for both women and families. We are dedicated to supporting all women to learn to cycle, and as we grow, we're looking for **leaders** who share our vision and want to help guide our organisation toward a brighter future.

Our Mission

Our mission is to empower and enable women, families and non-binary people to overcome their barriers to take up cycling - for transport, to improve their physical and mental health, and most importantly, for the pure joy of it!





What is a Board of Trustees?

A Board of Trustees is a group of individuals entrusted with the responsibility of **overseeing** the **management, policies,** and **strategic direction** of an organisation, often a nonprofit, educational institution, or charitable foundation. The board ensures that the organisation operates in accordance with its **mission**, adheres to **legal** and **ethical** standards, manages **financial resources** responsibly, and fulfils its **objectives**. Trustees are typically **volunteers** and act as the **governing authority**, providing **leadership** and **accountability** for the organisation's long-term success.

Key Responsibilities as a Board of Trustee

As a Trustee, you will:

- Provide direction and guidance for the organisation's goals and overall management.
- Shape the organisation's direction and help achieve its mission.
- Ensure the organisation is financially sustainable and is following appropriate legislation.
- Bring your insights, skills, and networks to support our goals.
- Act as an ambassador for the organisation, promoting our values and work to a wider audience.





Who are we looking for?

We welcome applicants from a range of backgrounds and industries. Ideal candidates will have:

- A passion for empowering women into cycling.
- Expertise in finance or HR (though this is not essential).
- Leadership experience and strong decision-making skills.
- The ability to commit time to attend quarterly board meetings and occasional sub-committees.
- The desire to work collaboratively with other board members and staff to achieve long-term goals.

No previous board experience is required, but we are looking for people with commitment to our mission, leadership qualities and strategic thinking. We encourage applications from diverse backgrounds, as we believe a variety of perspectives strengthens our work.

Benefits of being a Board Member of Women on Wheels

- By serving on the board of WOW, you directly contribute to empowering women, girls, and non-binary people through cycling, health, and environmental advocacy.
- WOW's mission focuses on promoting gender inclusivity and equality in sports, transportation, or health, allowing you to make a tangible difference in these areas.
- Board membership is a strong addition to your professional profile, showing a commitment to leadership, civic responsibility, and community service.



Role Descriptions

Trustee: HR

Tasks associated with Role	Frequency	High/Med/Low priority
Assisting the board when recruiting for senior positions.	Adhoc	High
Assisting with supervision of the CEO/Project Manager.	Annually	High
Reviewing and recommending current and new policies.	Annually	Med
Reviewing and recommending changes to employee benefits/packages.	Annually	Med
Assisting in recruitment of Board members.	Adhoc	High
Assisting in conflict resolution.	Adhoc	High
Ensuring health and safety is maintained - risk assessments are implemented and upheld to.	Adhoc	High
Ensuring employee health and wellbeing is maintained.	Adhoc	High



Role Descriptions

Trustee: Treasurer

Tasks associated with Role	Frequency	High/Med/Low priority
Overseeing the organisation's budget, accounting and financial records to ensure they are adequately kept up to date	Ongoing	High
Assess and support decisions about the financial health of the nonprofit	Ongoing	High
Prepare a complete and accurate financial report for board approval according to the schedule outlined in the organisation's governing document	Quarterly	High
Presenting an annual budget for formal director approval	Annual	High
Completing financial reporting requirements on an ad hoc basis	Ad Hoc	Med
Assist in the completion of funding applications	Ad Hoc	Med
Assess viability of any future business proposals used for decision making.	Ad Hoc	Med
Advise the Board on financial strategy	Ongoing	High
Support if / when an audit is due which requires the review of financial matters	Annual	Low



Commitment

Meetings: 2 hour meeting every 6 weeks - usually online.

Responsibilities: Board members may need to carry out tasks and report back to the Board, which could require an additional 2 hours of volunteer time each month.

This is a voluntary position, though expenses will be reimbursed.

How to apply

To express your interest, please send a CV and a brief cover letter outlining your motivation to join our Board and the experience you bring to community@womenonwheels.org.uk by 22nd November 2024. If you have any questions, please do not hesitate to contact us and we can arrange time to discuss this position.

Join us in making a real impact in supporting more women to cycle. We look forward to hearing from you!





Thanks for considering sharing your skills and experience with us. Should you have any questions, do not hesitate to contact us on community@womenonwheels.org.uk