

# ROLE DESCRIPTION

## Board Member Roles & Responsibilities

### Role

**Board Member, West Lothian Women's Aid (WLWA).**

### Purpose

**As a member of WLWA Board, the Board of Directors are accountable for ensuring the success of WLWA to enable the continued provision of high quality professional services to the women, children and young people impacted by domestic abuse.**

**In doing so, the Board leads in setting the strategic direction and ensuring effective governance and management. In addition, WLWA supports Scottish Women's Aid in providing services that address abuse through prevention, protection, provision and participation.**

## SCOPE & RANGE

Board members are legally Charity Trustees of West Lothian Women's Aid Ltd (WLWA). Board members are responsible for ensuring WLWA operates within its own rules, within the law and remains solvent. All Board members must act at all times in the best interests of WLWA and share responsibility for the decisions made by the Board.

WLWA operates as Scottish Charitable Incorporated Organisation.

The four general duties for the Board of Directors under the Trustee Investment (Scotland) Act 2005 are:

1. To act in the interests of the charity.
2. To seek, in good faith, to ensure that the charity operates in a manner that is consistent with its objects or purposes.
3. To act with the care and diligence that it is reasonable to expect of a person who is managing the affairs of another person.
4. To ensure that the charity complies with the provisions of the Act, and other relevant legislation.

## MAIN DUTIES & RESPONSIBILITIES

### **Board members make decisions associated with the following areas:**

- Strategic planning reporting and review
- Governance and accountability within the Board of Directors and wider organisation
- Health and safety
- Risk management
- The culture and the working environment
- Leadership and people/HR management
- Quality and contract compliance
- Organisational policies and procedures.

### **Determine the strategy and effective resourcing of WLWA**

- Ensure production monitoring and review of a strategic plan and associated budgets and resource plans (e.g. including staffing structures and skills, ICT systems, equipment)
- Ensure the creation of supporting strategies to achieve goals and results (e.g. HR plans, stakeholder engagement, fund raising).

### **The values and aims of WLWA are safeguarded and promoted by:**

- Being committed to and promoting the aims and objectives of WLWA and its core values as set out in the strategic plan
- Ensuring WLWA acts at all times in line with its Memorandum and Articles of Association, OSCR, charity and company law and all other relevant legislation (e.g. Care Inspectorate)
- Ensuring organisational practices comply with WLWA values, strategic objectives and its governing documents.

In addition, Board members should at all times promote and represent WLWA positively through how they behave and interact, as well as in all forms of communication – written (letters) and electronic (email and social media)



## **WLWA operates in an effective, responsible and accountable manner**

- Accountability and reporting as required by law to OSCR, Inland Revenue, Registrar of Companies, members, funders and the public
- Relevant policy and procedures are created and updated in line with best practice, legal and other regulatory requirements (e.g. employment legislation, care standards)
- Equality is mainstreamed within all WLWA policy and practice
- Governance and financial control and reporting arrangements
- People recruitment, development and management are effective (manager, staff and volunteers)
- Information for management control and decision making is presented and reviewed
- Legal or specialist advice is sought as appropriate.



## **Ensure the effective functioning of the Board of Directors**

- Board members attend and contribute at board meetings (minimum 6 per year) and participate in relevant training and development
- Agenda and papers are created to support good governance and enable monitoring and decision making
- Potential conflicts of interest are declared and handled effectively
- Key discussions and decisions are communicated to staff
- Board members work constructively with each other to ensure the Board of Directors is an effective body
- Role descriptions and terms of reference outline the particular responsibilities and powers delegated (e.g. Chair, Treasurer) or to any sub-groups
- The composition of the Board reflects the wider community that the organisation serves and provides the range of skills and experience to fulfil objectives.
- Maintain awareness of WLWA mission, vision, values and the respective aims and objectives as well as an up to date knowledge of domestic abuse and related matters.

# Communication & Relationships

**Board members are expected to develop and maintain constructive relationships with stakeholders who include the following:**

- Other Board members (WLWA and other Women's Aid organisations)
- WLWA management, staff and volunteers
- Partners (e.g. CAB)
- Funders (e.g. West Lothian Council)
- Customers
- The public and other relevant stakeholders.



**West Lothian Women's Aid is a Scottish Charitable Incorporated Organisation.**

**Registration Number: SC046887**