

EVAW Trustee – Job Description

JUNE 2020

Aims and purpose of the role

- Take responsibility for the core governance of EVAW, including strategy, organisational development and ensuring intersectional feminist values are at the heart of our work
- High level of attention and commitment to the short-medium-long term needs of EVAW
- Have a mind at all times to the positioning of EVAW in relation to sisters, members, partners, survivors, Government and media

What is actually involved

- Attend quarterly and occasional extra board meetings, and prepare for these (at least a couple of hours reading, as well as keeping informed and keeping up on a regular basis; a short weekly update email is sent on Fridays designed for reading in 2 minutes); the meetings are usually 10am-4pm on Wednesdays/Fridays, and papers are sent 7 days in advance
- Join and attend at least one subcommittee (HR, Finance & Fundraising, Membership), and attend and input into its meetings and workplan (these are held quarterly in advance of full board meetings, usually by phone and for one hour; can be in or out of office hours)
- Assist with the induction of new board members when you have served some time, in order that the board is always growing and making the best of the women it has
- Be across key EVAW campaign priorities, input into strategy development and help hold the Director to account for delivery of these

Requirements

- Sign EVAW trustee Code of Conduct and work according to its values and expectations
- Undertake training if you commit to responsibilities at EVAW such as subgroups and core governance where you recognise you need training (EVAW will pay for this)

Practicalities

- All necessary travel, overnight, subsistence and other expenses incurred doing trustee work are paid by EVAW promptly on submission of an expenses claim
- EVAW encourages and will pay for training in relation to trustee role
- The EVAW board and Director will provide induction for new trustees to help get them up to speed ASAP
- Some trustees are permitted by their organisation to attend meets and other EVAW work (eg interview panels) in their work time, while others are not; the board tries to keep a check on this and arrange meets to suit women whatever their work commitments and location