

So, you want to be a Trustee?

This is a volunteer role to oversee the Federation, set and move towards the Federation strategic direction.

The purpose of the WI is to encourage and enable women to enhance their lives and play their part in the community through education and public questions and to enable:

- Women to improve their lives and the lives of those around them.
- Women to lead fulfilling lives and be of value in the community and nationally by influencing policy/decision makers.

Things you will have to do as a Trustee:

- Attend Board meeting monthly at Cresswell House. These are daytime approximately four hours. There will be possible evening and / or online meetings.
- Be active on ONE of the following Federation committees and attend committee activities at least four times a year (approximately 3 hours):
 - Leisure
 - Public Affairs
 - Combined Arts
 - Crafts.
- Help at the Council meeting a whole day.
- Contribute appropriate ideas and suggestions in line with WI ethos.
- Work with Chair to create fundraising activities.
- Active in any Federation events for duration of event.
- Support other board members in specific projects.
- Represent members best interests.
- Commit to the role for a minimum of 2 years.
- Complete online Trustee Training.
- Passing on information from the NFWI to members.
- Setting the federation's budget and overseeing its finances.
- Issuing an annual report and accounts.
- Agree to the WI Code of Conduct. (see end of document).

You may also have to:

- Help at other committee events.
- Represent the Federation at other events at request of the Chair.

What you will get?

- Travel expenses at current Federation rate.
- Being involved in majority Federation activities.
- Being able to contribute to WI development in Northumberland.
- Wider understanding of how our Federation operates.

What will you have to have?

- Ability to attend meetings, currently daytime but we will be having evening meetings.
- The Board are working towards making better use of technology to aid meetings e.g., online meetings, so an ability/willingness to join meetings online.
- Basic understanding of technology to contribute to newsletter and/or committee communications.
- Sense of being part of a team, ability to voice opinions in a confident nonaggressive manner.
- Assertiveness to follow through task you have been set by the Board.
- Sense of humour.
- Ability to bake would be great help at face to face meetings!

You cannot become a Trustee if you are disqualified under the Charities Act. This means that the list of circumstances in which someone is '*automatically disqualified*' from charity trusteeship will be extended. Currently, the list includes circumstances such as bankruptcy, disqualification from company directorship, removal from charity trusteeship by the Charity Commission and unspent convictions for dishonesty and deception, it will also include unspent convictions for bribery, terrorism, money laundering, contempt of court and being on the sex offenders register.

Trustees are not allowed to benefit directly from the charity's funds nor be perceived to do so. This means no trustee – or person connected to a trustee – can receive any payment from the WI for work relating to it. Any benefits gained by a trustee (without proper legal authority) must be repaid to the charity.

Code of conduct for WIs and Federations

WIs and federations are encouraged to adopt a simple code of conduct to provide guidance to all members on expectations of their behaviour and execution of their duties within the WI.

Code of conduct

I recognise that it is my responsibility as a WI / Federation Trustee to:

- Respect confidentiality.
- Be honest with myself and others.
- Extend tolerance and respect to and for others.
- Feel free to extend my opinions (politely).
- Have the right to make mistakes.
- Keep things in perspective.
- Support the decision of the majority.
- Be loyal to the WI / Board of Trustees.
- Value the diversity of others.
- Act within the governing document and the law.
- Avoiding bringing the WI / Federation into disrepute.
- Manage conflicts of interest effectively.

I will respect and uphold the values of the WI and honour the content and spirit of this code.