

## **Role Specification for WAO Board Members**

As a Director of WAO you will:

- Provide leadership and firm strategic direction for WAO and maintain appropriate accountability
- Safeguard and promote the values, ethos and objectives of WAO
- Fulfil the legal duties and responsibilities of Company Directors and Charity Trustees
- Monitor and maintain the sustainability and financial viability of WAO
- Support the Manager of WAO in delivering the aims and objectives of WAO

You will be asked to participate in our annual organisational review day and contribute to the development of WAO's strategic plans.

You will be asked to prepare for and attend regular Board meetings (approx. 6 per year) Meetings will take place in Kirkwall.

You will monitor progress on the implementation of WAO's business plans and strategic plans and review the financial position of the organisation.

You may be asked to participate in short life working groups to progress particular areas of the Board's work.

You may be asked to contribute to occasional development days and relevant training  
Much of the Board's business will be conducted electronically and you will be expected to have regular access to email.

Reasonable out of pocket expenses may be claimed

## Person Specification for WAO Board Members

Potential directors of WAO will be expected to demonstrate:

- A commitment to the values, ethos and objectives of WAO
- A commitment to fulfil the legal duties and responsibilities of Company Directors and Charity Trustees
- An understanding of the importance of strategic planning and a commitment to participating in the development of WAO's strategic and business plans
- Experience or understanding of the voluntary sector in Scotland
- The ability to assess plans and proposals and make objective decisions
- The ability to actively contribute to the work of Scottish Women's Aid and participate fully in the responsibilities set out in the Role Description
- The ability to be creative and innovative and respond positively to change.
- A commitment to Nolan's seven principles of public life (see attached).

**Knowledge, skills and /or experience in one or more of the following areas is desirable:**

- Staff management
- Financial management
- Marketing
- Fundraising
- Employment/charity law
- Governance
- Experience of working in a Women's Aid group
- Experience of lobbying/campaigning
- Experience/interest in homelessness, health, children's services, education or social policy

## **Nolan Committee on Standards in Public Life**

The Committee was established in 1994, 'To examine current concerns about standards of conduct of all holders of public office, including arrangements relating to financial and commercial activities, and make recommendations as to any changes in present arrangements which might be required to ensure the highest standards of propriety in public life.'

The Committee, chaired by Lord Nolan set out 'Seven Principles of Public Life' which it believes should apply to all in the public service. These are:

### **Selflessness**

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

### **Integrity**

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

### **Objectivity**

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

### **Accountability**

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

### **Openness**

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

### **Honesty**

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

### **Leadership**

Holders of public office should promote and support these principles by leadership and example.