

**TRUSTEE VACANCY 2022**

All charities are legally required to have a Board of Trustees to

* uphold the aims and objectives of the organisation
* make policy decisions and monitor progress
* fulfil the responsibilities associated with governance
* act as employers of the staff members

To comply with the Memorandum and Articles of Association, an election to the Board of Trustees will be held in 2022. **Of the five seats on the Board, ONE will fall vacant and nominations are therefore invited by Friday 24 June.**

An effective Board requires trustees with a variety of skills, knowledge and experience but perhaps more importantly for us, we require trustees with an enthusiasm for the organisation and its future. A love for NWR and a wish to work with the other trustees and staff to deliver its ambitious Strategic Plan and carry NWR conﬁdently and successfully into the future.

Applicants can be current or past members with the following essential skills and attributes

* Good personal communication skills
* Willingness to work with others in a team
* Ability to put the members at the heart of any development
* Familiarity with and willingness to use Office 365 and online communication methods eg video conferencing
* Willingness to learn

Additionally, knowledge or experience of ANY of the following would be welcome:

* Public relations, marketing and media requirements
* General IT systems management including experience of Customer Relationship (CRM) and Content Management Systems (CMS)
* Grant, sponsorship/ fundraising processes and procedures
* Some understanding of law would be useful especially any of: Charity; Company; Employment or Financial Law

We can offer you

* A wider appreciation of NWR beyond local group or area experience
* Stimulating discussions about the development of NWR
* Knowledge about how charities work
* Training and support in your role as trustee
* Reasonable travel and other expenses to enable you to carry out your role

**Further information**

The current trustees hope to attract volunteers from a range of ages and experience, with some spare time and a commitment to and enthusiasm for ensuring the future of NWR. As it is not necessary to be a *current* NWR member to become a trustee, individuals who are no longer actively involved with the organisation may also be nominated, provided that they have recently been a member and have no conviction for bankruptcy or an offence of dishonesty or deception.

Trustees and staff meet 4 or 5 times a year over 1.5 days usually on Mondays and Tuesdays. Meetings may involve a workshop on the first afternoon and a trustee meeting on the second day. An overnight stay in a hotel is provided. Additionally, there are monthly online meetings via video conferencing on specific topics. Also, staff and trustees keep in active and regular contact with each other via emails. Trustees are also encouraged to keep in touch with the membership via attendance at events and learn about governance by attending conferences, webinars, reading etc.

Nominees will be welcome to attend part of the Trustees’ Meetings as observers on Monday 4/Tuesday 5 July (online meeting). Please let us know if you would like to do this as soon as possible.

**The election procedure**

**Closing date for receipt of nominations is Friday 24 June 2022.** By then all

names of nominees should be submitted to our Registered Office:

National Women’s Register

Unit 31

Park Farm Industrial Estate

Ermine Street

Buntingford

SG9 9AZ

Each nomination should be accompanied by:

1. Notice in writing signed by a member duly qualified to attend and vote at the AGM i.e. a paid-up member of NWR, proposing a person for election.
2. Notice in writing signed by that person of their willingness to be elected together with a short personal profile (no more that 300 words) detailing previous experience, relevant skills and reasons for wishing to become a Trustee.

If a ballot is necessary, ballot papers for each paid-up member as at 24 June 2022 will be circulated to all members, groups and Independent members. A short personal profile of each nominee will be included.

The deadline for the receipt of completed ballot papers at the Office will be Friday 29 July 2022. The result will be announced at the AGM on Saturday 3 September 2022 to be held at Northumbria University, Newcastle.

**Links to website**

Memorandum and Articles of Association

Current Strategic Plan

Trustee Handbook