



## **DERBY WOMEN'S CENTRE BOARD OF TRUSTEES MEMBERSHIP AGREEMENT**

Derby Women's Centre is a charity which "Endeavours to Improve the Quality of Life of Women". This agreement explains what is involved in being a Trustee and asks you to confirm your eligibility and willingness to stand for election.

### **Values & Ethos**

Derby Women's Centre offers a variety of different services to women, including help, information, advocacy, support, counselling, self-help groups and training. New Members would be expected to uphold the following values and ethos that underpin these activities.

1. To support, help and counsel women in a non-judgemental, non-directive way toward empowerment.
2. To receive, welcome and support all women regardless of ethnic origin, religion, marital status, disability, age and sexual orientation.
3. To demonstrate no political or religious bias during any activity.
4. To conduct meetings democratically, with fairness and integrity.

### **Responsibilities & Liabilities**

Whilst we are in no way attempting to deter you from standing for election to the Board of Trustees, we feel it is important for you to understand the level of commitment that is required. The Board of Trustees governs and administers the affairs of the charity, making all major policy and procedural decisions and ensuring their implementation. It recruits and manages staff and volunteers, facilitates the activities of user groups and manages the finances of the centre.

To ensure that the Board of Trustees undertakes its responsibilities effectively and efficiently we require members to:

1. Have valuable knowledge, life skills, previous experience or personal qualities which you could contribute as a member of the Board of Trustees. The types of knowledge, skills, experience and qualities that will be useful are not only those that have been acquired in an educational or formal setting. Experience gained from child-rearing, home-making, surviving hardship, domestic or personal problems or helping other voluntary groups will make your contribution equally valid. Remember, all women have something to offer!

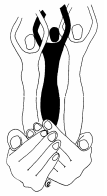


2. As a trustee it would be your responsibility to keep up-to-date with Derby Women's Centre's current projects and fundraising initiatives.
3. Attend monthly meetings of the Trustees and those of any sub-committee or working group to which you have been elected. If you are unable to attend a meeting, it is your responsibility to send apologies (within office hours). Failure to attend three consecutive meetings without good cause will result in accountability to the Board of Trustees. If the criteria of membership is not met by a member, this will also result in accountability to the Board, who may request further mentoring and a further probationary period and possibly expiry of membership.
4. Prepare yourself for meetings by reading previous minutes, agendas and related papers and think things through. Matters arising or any other matters that you wish to be brought to the Board's attention should be forwarded to the Secretary **a minimum of seven days** in advance of the next meeting.
5. Participate fully in meetings by contributing appropriate items to the agenda, actively listening, asking questions and saying what you think. Respect must be shown for alternative points of view and you must accept any majority decisions taken by the Board.
6. All information shared at a meeting, whether Centre business or personal issues, must be kept confidential.
7. Volunteer for and join in planned activities when possible. Be open to relevant or appropriate training.
8. If you've agreed to do something, please ensure you complete it within any set deadlines. If you experience problems please talk to another member of the Board for help and advice.

It is important to be aware that, as a Trustee, you have certain responsibilities. You are just as legally liable for any decisions the Board may make even if you have not attended or voted at a particular meeting.

However, it is rare for the Charities Commission (the body which regulates the activities of charities) to take charities to court - they tend to be very lenient if Trustees make any genuine mistakes that require the Commission's involvement. It is only cases of deliberate breach of Charity Commission regulations, ie fraud or corruption, which are treated severely. If any individual commits fraud, all members of the Board are liable.

If you are elected, you will have been considered to have something to offer to Derby Women's Centre - this is your opportunity to make a difference!



Under Charity Law it is illegal for you to serve as a Trustee if:

- a) You are under 18 years of age as of the date of the AGM.
- b) You are an undischarged bankrupt.
- c) You have failed to make payments under a court administration order.
- d) You are mentally ill to the extent that you are unable to deal with your own affairs.
- e) You are disqualified from being a Company Director.
- f) The Charity Commission has previously removed you from a position as a Charity Trustee.

### **Conflicts of Interest**

If you have any potential conflicts of interest, you think should think carefully about standing for election, eg if you are on the Management Committee/Board of another charity or organisation which may apply for the same funding as the Women's Centre. After discussion with the rest of the Board, you may merely be prevented from voting on certain issues.

### **Informal 4-month Trial Period**

This is more a trial to see if you are able to commit enough time and effort to Derby Women's Centre. You should attend a minimum of 3 consecutive meetings during the 4-month trial period. If you are unable to do this for any reason, the Board may extend your trial period. You will have full voting rights but we require you to be supported and mentored by another Board Member during this time. This is a chance for you to find your feet and learn about the roles and responsibilities of the Board of Trustees and the Centre. At the end of this period we hope you will stay on the Board and help keep Derby Women's Centre running.

If, after reading all this, you still wish to stand for election to the Board of Trustees of Derby Women's Centre, please fill out the attached form and return it in the self-addressed envelope provided.

Thank you.



**Application for Membership of Board of Trustees**

<b>Full Name:</b>			
<b>Date of Birth:</b>		<b>Nationality:</b>	
<b>Current Address:</b>			
<b>Tel No (Day):</b>		<b>Tel No (Eve):</b>	
<b>Why are you applying to be a member of the Board of Trustees?</b>			
<b>What qualities, skills and experiences do you possess, that you feel will be beneficial to the Derby Women's Centre?</b>			



**How do you propose to find out what the needs of the Derby Women's Centre are?**

**In what ways are you prepared to assist with Centre activities?**



Please provide two references. One should preferably be from someone who has known you for at least 5 years (and is not a family member):

Reference 1

Name: .....

Address: .....

.....

.....

Relationship to you:

.....

Reference 2

Name: .....

Address: .....

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.....

Relationship to you:

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I am able and willing to stand as a candidate for election to the Board of Trustees of Derby Women's Centre. I confirm that I am eligible to serve as a Company Director and Charity Trustee. If elected I am willing to make every reasonable effort to attend meetings (usually monthly). If I agree to serve on a sub-committee I will also attend relevant meetings. I confirm that I am willing to assist in Centre activities when possible. I understand that, if elected, I have a legal obligation to act honestly and responsibly and always in the best interests of Derby Women's Centre and its beneficiaries.

Signature ..... Date:.....

**All records are kept confidential and must be updated regularly. It is your responsibility to inform the Secretary of any changes to your personal details.**

For office use only:

Proof of ID: Y / N Document seen: ..... Witnessed by: .....

Satisfactory References? Y / N (If no state reason)

**\*PLEASE ENCLOSE A COPY OF YOUR CV.**