



EQUAL • RESPECTED • PROUD

CO-CHAIRS, BOARD OF TRUSTEES

ROLE DESCRIPTION

Overall Purpose

The Co-Chairs lead Womankind's governance, in line with the Governance Code, <https://www.charitygovernancecode.org/en/pdf>. In so doing, they enable trustees to attract resources, ensure openness, accountability and compliance with legislation and regulation, and promote feminist 'attitudes and a culture where everything works towards fulfilling the charity's vision'. (P.1)

A world where all women, girls and people of all genders enjoy equal rights and freedoms and live with joy, choice and dignity.

The Co-Chairs are responsible for board management, support to individual trustees and support to the Chief Executive, facilitating scrutiny of Womankind's strategic direction, values, policies, and operational efficiency. The Co-Chairs also play an active role in representing the organisation to a range of internal and external stakeholders.

Location: Womankind's office is in central London and our people in Africa, South Asia and the UK. We meet on a hybrid in-person / zoom basis, with all in-person events twice a year in London.

Time commitment: The Board (and Finance & Resources Committee, FRC) each meet 4-6 times per year. All Trustees are expected to attend Board Meetings. FRC members attend FRC meetings in addition; this includes one of the Co-Chairs. Time must also be built in for coordination between the Co-Chairs and with other Officials. Trustees support activities such as fundraising, strategic planning and audit between meetings. The estimated time commitment for each Co-Chair is 20-30 days per year.

Duration: The Co-Chairs are recruited for a 3-year term. We are looking for an individual who can commit to this time period.

Salary: This is an unpaid voluntary position. Reasonable expenses/per diems for travel and subsistence whilst on Womankind business are reimbursable. For trustees travelling internationally these are payable in advance and are equitable with provision made for staff travel.

Support: The Co-Chairs are supported by a Vice-Chair and by a staff team comprising: Chief Executive, Company Secretary (currently Director Finance & Resources), Leadership Support Manager and Manager People, Culture & Wellbeing.

Specific Responsibilities

It is the responsibility of both Co-Chairs to ensure effective joint leadership and to maintain coordination with and accountability to each other, as well as the Vice Chair, Treasurer and Chief Executive Officer, and the rest of the Board. Some areas of responsibility are assigned for leadership by one or other Co-Chair and others are jointly led, though both Co-Chairs may contribute to greater or lesser extents across the scope.

1. Lead Governance and Accountability (UK Co-Chair lead)

- Ensure that the organisation upholds the highest possible standards of governance, in line with the Governance Code, and complies with its governing document, charity law, company law and other relevant legislation and regulation
- With the Treasurer, ensure that statutory reporting is timely and of high quality
- Ensure that the charity pursues its charitable goals and that the organisation applies its resources exclusively in pursuit of them
- Maintain a good understanding of the financial position of the organisation and ensure that all trustees are aware of their financial duties, and execute them appropriately
- Oversee appropriate delegation of the Board's role in the investigation and resolution of any serious incidents, including in relation to safeguarding
- Ensure the effective and efficient administration of the organisation

2. Board Management (Co-Chairs lead together)

- Ensure effective coordination and communication between the Co-Chairs and between the Co-Chairs and other officials, and the Board as a whole
- Act as the trustees' principal point of contact and check in with each of them individually from time to time (at least twice per year), including in relation to their wellbeing
- Plan, chair and facilitate an effective schedule of board meetings (and away days, planning and board development sessions etc.), ensuring the satisfactory completion of the board's business during the year. Ensure that accurate minutes are taken and shared in a timely fashion, and that decisions made are appropriately implemented
- Foster open debate amongst trustees on strategic and governance issues, encouraging broad participation and exchange of individual perspectives and independent judgement, while ensuring trustees come together with a collective voice once decisions are made
- Ensure that the Board focuses on its governance role and strategy, avoiding engagement with day-to-day operational issues
- Assist the Board to review its own performance and that of officials and individual trustees periodically, including through 360 feedback
- Oversee the activities of Board committees, ensuring that they are accountable and report properly to the Board
- Lead on recruitment, election and induction of new trustees and election of officials
- Build the Board team by identifying capable trustees and providing for succession to Co-Chair, Vice Chair and Treasurer positions
- Using Womankind policies and procedures as appropriate, address any conflicts or grievances which may arise amongst trustees (or with staff, partners or donors)

3. Facilitate Scrutiny of Strategic Direction, Culture and Values, Policies and Operational Effectiveness (Co-Chairs lead together)

- Lead the Board of Trustees in the provision of scrutiny, setting overall policy, vision and values, and interrogating strategic direction and operational effectiveness
- Scrutinise board papers, lead discussion and ensure that trustees focus on key issues for decision/approval
- Support the ongoing development of anti-racist feminist leadership, attitudes, behaviours and organisation culture throughout the organisation
- Safeguard and work to build on the reputation of the organisation
- 4. External Representation (Ugandan Co-Chair lead)**
- Attract support for the organisation and facilitate board members to secure funds, engage in networks and advocate for Womankind
- Represent the organisation at events. Act as spokesperson, as required
- Play a role in supporting external communications such as the Impact and Trustees Reports, periodic media, blogs and letters, and any crisis communications
- 5. Support to the Chief Executive Officer/s (Co-Chairs lead together)**
- Act as the CEO/s' principal point of contact with the board of trustees
- Establish a joint agenda with the CEO/s towards achievement of the Board's plans
- Hold regular meetings with the CEO/s at which all can speak openly about worries, concerns and challenges
- Ensure that there are clear and open processes for recruitment and appraisal of the CEO/s and processes for setting and reviewing their remuneration, in line with Womankind's pay scales and policies
- Monitor the performance of the organisation and ensure the CEO/s' performance is reviewed regularly, in line with Womankind's 1-2-1 and appraisal policies and processes
- Ensure that the CEO/s have opportunities for personal development

PERSON SPECIFICATION

1. Demonstrable commitment to women's rights, feminist values and principles and to the work of Womankind Worldwide.
2. Leadership qualities with high integrity and a passion for shared leadership models.
3. Experience of chairing and fostering the development of committees and boards effectively, ideally in the not-for-profit sector.
4. Understanding of the legal duties, responsibilities and liabilities of trusteeship in the UK charity sector
5. Good understanding of international issues and the challenges facing UK NGOs working internationally, including in relation to coloniality.
6. Able to demonstrate strategic vision and think creatively.
7. Willing to speak their mind and exercise independent judgement, whilst operating with tact and diplomacy
8. Ability to work with others to develop the board and board dynamics.
9. Ability to represent the organisation credibly externally.
10. Availability and commitment to perform the role and dedicate the time required to fulfil the role.