

## **\*\*IMPORTANT INFORMATION\*\***

### **LFWI Board of Trustees Co-options information**

LFWI is seeking members to join the LFWI Board of Trustees. Alongside the formal election process which now takes place every three years, the LFWI wishes to co-opt up to three further Trustees to the board. Co-opted Trustees have the same rights and responsibilities as their elected counterparts.

The LFWI Board is looking for candidates with a wide range of skills and experiences applicable to the role of Trustee and managing the affairs of a charity. The role of the LFWI Trustee is as follows – (with assistance from a paid member of staff).

- Pass on information from the NFWI to members.
- Setting the federation budget and overseeing its finances.
- Attending Board meetings, engaging in discussion, debate, and voting.
- Issuing an Annual report and accounts and organising an Annual Meeting.
- Organising events and activities for members.
- Planning and strategy for the success of the federation.

#### **Why is LFWI co-opting at this time?**

The LFWI Board must look at succession planning to ensure the future success and sustainability of the Federation and the WIs they look after.

#### **Essential Skills/Experience**

- Committed to the aims and values of the WI
- Excellent independent judgment and a willingness to speak out
- Willingness to accept the legal responsibility of being a Trustee as set out by the Charity Commission
- Willingness to commit the necessary time and engagement to the duties of a Trustee.
- Ability to work effectively as a team member
- Good interpersonal skills

Alongside the above, we are specifically looking for the following skills but please be assured that all applications will be considered.

- Financial knowledge, book-keeping, budgeting, ability to review management accounts.
- Computer literacy, able to use a variety of office packages, emails, spreadsheets etc
- Knowledge of social media/marketing/digital communication
- Community engagement experience
- Experience in managing teams

- An interest in culture and the arts

### **How to apply**

Members are invited to submit a CV outlining their experience, no more than two A4 sides, and a covering letter expressing their interest. Please send by email to [officeadmin@lfiwi.org.uk](mailto:officeadmin@lfiwi.org.uk) or by post to LFWI Offices, Croston House, Lancashire Business Park, Leyland, PR26 6TU

Although there is no specific closing date for applications, we would appreciate applications being received by Monday 11<sup>th</sup> November.

The LFWI is not obliged to co-opt any applicants, this will be the decision of the collective board.

If you would like an informal discussion on the above, please contact the Federation Office.