

## Trustee – Kyra Women's Project

### About Kyra

Kyra Women's Project is the only independent charity in York that is dedicated to women's self-development. We provide support for women of all ages and backgrounds to take an active role in their own development through social, creative and training opportunities. In particular, we work with women who have specific needs around recovery - for example, recovery from domestic abuse, alcohol or substance misuse, or mental health.

Trustees are responsible for the financial health of Kyra and have stewardship of Kyra's funds. All trustees must take responsibility for this and must put adequate safeguards and controls in place to avoid fraud and incompetence. Adequate reporting and monitoring processes are a minimum requirement for good governance. Trustees also need to identify and understand the major risks to Kyra so they can be managed or mitigated.

### Job Description of a Trustee

Kyra expects Trustees to fulfil six requirements as defined by the Charities Commission:

- To ensure that Kyra is carrying out its purposes for the public benefit
- To comply with Kyra's governing document and the law
- To act in Kyra's best interests
- To manage Kyra's resources responsibly
- To Act with reasonable care and skill
- To ensure that Kyra is accountable
- Trustees meet monthly, in the evening, and are expected to be prepared and informed for meetings.
- Successful candidates will bring particular skills in areas such as administration, the law, human resources, marketing, fundraising, finance and so on.

Other responsibilities of trustees include:

- Setting and maintaining Kyra's vision, mission and values;
- Establishing and monitoring policies;
- Promoting and developing the charity in order for it to grow and maintain its relevance to society.
- Interviewing, appointing and monitoring the work and activities of the senior paid staff.

### Accountable to

As the Board is responsible and liable for the governance and functioning of the charity, trustees are accountable in varying degrees to a variety of stakeholders, including: service users, members, funders, the Charity Commission, and Companies House. Close attention must be given to the governing document to ascertain the type of organisational structure and the range of interested parties.

## Additional information

- **Remuneration:** The role of Trustee is not accompanied by any financial remuneration, although expenses for travel may be claimed.
- **Length of service:** The charity's Chair and board members will serve a three-year term and be eligible for re-appointment for one additional term. The Chair has the right to attend the three quarterly sub-committees.
- **Eligibility:** The law places certain restrictions on becoming a charity trustee. Visit the Charity Commission website at [www.charitycommission.gov.uk](http://www.charitycommission.gov.uk)