



Norfolk Federation of WIs

Charity No. 227411

So you think you might like to be a Trustee...

But what does the role involve? We hope that the information below will give you some idea, and inspire and give you the confidence to stand



Legal Responsibilities

- Trustees are jointly responsible for running the federation, but can and do delegate certain responsibilities – to, for instance, the Federation Secretary
- Trustees must also make sure the WIs in Norfolk follow the guidelines of the Charity Commission
- Trustees are responsible for:
 - setting the Federation's budget and overseeing its finances
 - attending meetings (such as Board meetings, Sub-Committee meetings etc.)
 - issuing an annual report and accounts
 - organising events and activities for members
 - passing on information from National to members
 - and engaging in discussion, debate and voting
- Trustees are employers
- (As the Federation is becoming a CIO, you will *not* be financially liable in the event of a claim [unless it is proved that you were knowingly negligent])

Other Responsibilities

- You must work to the Federation's Code of Conduct
- You will be expected to attend the monthly Board of Trustee meetings (currently held on the second Monday of the month, in Evelyn Suffield House)
- You are expected to attend the Federation Annual Meeting
- You are encouraged to attend the National Annual Meeting
- You are expected to attend the Autumn Federation Meetings, on a rota basis
- You may be asked to represent the Federation at external events and to represent the Trustees at WI events
- You should know about the foundations of the WI – how it works at all levels

What makes a good Trustee is someone who is...

- A team player
 - Committed
 - Motivated
 - Kind
 - Enthusiastic
 - A good listener
 - Energetic
 - Confidential
 - Discreet
 - Loyal
 - Supportive of their fellow Trustees
 - Accepting of what Trustees, Sub-Committee members, volunteers and staff are able to do – and not do
 - Open minded
- ... And particularly has a sense of humour

Our thoughts, based on our experience

- It helps if you have served on a WI Committee (particularly as an Officer) or a Federation Sub-Committee
- You don't have to be crafty or into cooking
- It is a commitment – you do need time but...
- You are not superwoman – share the burden! Be open with fellow Trustees and the Office if you are experiencing a problem and cannot commit as much time as you would normally
- Remember you are not alone
- Have a support network of family and/or friends
- Most importantly – *personal commitments always come first*. There will be other commitments which take precedence over the WI – and that's fine
- Don't feel guilty if you can't help, attend an event or be at a meeting
- You have the right to time off. Don't feel that you have to write or answer emails at the weekend or in the evenings. Similarly, shield telephone calls through your answering machine
- There can be cost implications – although travel expenses are paid

Support

- New Trustees have a named mentor, to help you navigate your role and someone you can talk to freely and openly
- The Office – always ready to help and advise
- Your family and friends: their support is vital

Norfolk Federation Board of Trustees
October 2022

Norfolk Federation of WIs

CODE OF CONDUCT CARD

FOR THE BOARD OF TRUSTEES

As a member of the NFWI Board of Trustees I agree to:

- Respect confidentiality
- Be honest with myself and others
- Extend tolerance and respect to and for others
- Feel free to express my opinions (politely)
- Have the right to make mistakes
- Keep things in perspective
- Support the decision of the majority
- Be loyal to the Board of Trustees
- Value the diversity of others