

Job Description

Women's Representative

Introduction

The post holder is usually a trustee and member of the Board.

The Charities Act defines charity trustees as the people responsible under the charities governing document for controlling the administration and management of the charity.

1. Aim

Under the Charities law, the Board of Trustees holds the ultimate responsibility for directing the affairs of the Gay Outdoor Club and ensuring that it is solvent, well run and delivering the charitable outcomes for which it has been set up.

This document seeks to define the key responsibilities of the trustees and provide clarity on the personal skill and experience required to successfully fulfil the role.

2. Associated Documents

This Job Description and person specification should be read alongside the Articles of Association.

3. Job Description

3.1 To promote and encourage the participation of women in the activities of the club.

3.2 Monitor the progress in attracting women to the club. (This is not as easy as it sounds, as it is not necessary for members to declare their gender).

3.3 Support individual women members, encouraging them to attend events and take on roles in the club.

3.4 In conjunction with the above, respond to queries mainly by email to existing women members, plus new and prospective new members.

3.5 Support group Coordinators who want advice as to how to make their groups more appealing to women.

3.6 Arrange a women's only weekend each year picking an area accessible for women in all the local groups, also arranging all weekend activities, walks, evening meal etc. (women arrange their own accommodation)

3.7 Lead a women's only walk each year at the AOG and encourage women to attend.

3.8 Oversee and maintain the group's webpage on the GOC website and posting event reports documenting what the group has done.

4. Person Specification

The person needs to be a competent administrator, able to regularly attend the Annual Outdoor Gathering in order to lead a women's only walk. They must have an open, friendly and welcoming approach and be polite at all times even if dealing with an occasional difficult situation and able to work with other trustees to fulfil the aims and objectives of the Gay Outdoor Club.

5. General Qualities

As nearly all day-to-day interactions are via the internet the women's representative needs to be reasonably computer literate and adept at writing clear emails.

6. Specific Skills and Experience

Will have probably been a member of GOC for some time prior to taking up the post.

7. Appointment and Resignation

Trustees are usually elected each year at the AGM as per the Articles of Association. Although there is usually space on the board for members to be co-opted onto the board, these are generally used for securing individuals with skills and experience in fields required at the time. All trustees' terms of office are for one year only, and expire at the AGM. Existing trustee can offer themselves up for re-election each subsequent year, provided they are sponsored as per the Articles of Association. Office holders who are not trustees are appointed by the board. Trustees and other office holders may resign at any time.

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