



PARITY

TRUSTEE APPLICATION – Person Specification – Role Description

COVER LETTER

Thank you for your interest in becoming a trustee of the charity PARITY.

If you have not already done so then please read the 'History of PARITY' written by one of the founders David Yarwood which is available on our website.

Trustees become involved for a variety of reasons and there are no bars to applying to become a trustee.

The current trustees meet approximately bimonthly but no less than four meetings per year.

What are we looking for?

We are looking for new trustees to bring governance of the highest quality to secure our services and shape our next chapter. We're especially (though not exclusively) interested in attracting people with the following skills: Special Education Needs and Disability; Health, Law, Family Law, Common Law and the British Constitution; Strategic Planning; Business Development, Marketing.

What's involved?

The trustees meet five times a year next to Waterloo Station in London, normally for about three hours, with an additional annual general meeting for members to select trustees and officers and agree accounts. We also invite a speaker to give a talk after the AGM held in London. We are also reviewing and

considering the direction and strategy so as to develop a three year business plan.

Trustees are expected to actively contribute between meetings and be prepared at meetings having read all circulated material.

There are currently twelve standing committees each with several trustees on each and this is will be reviewed annually:

1. Business Planning & Strategy
2. Information Technology
3. PR Press & Media
4. Recruitment
5. Marketing Membership and Fundraising
6. New Briefing
7. Education
8. Domestic Abuse
9. General Discrimination
10. Equal Parenting
11. Health
12. Regulatory Affairs & Risk Reduction and Finance

Trustees receive membership of the NCVO and asked to read the materials on the role of trustee and are reimbursed for reasonable travel expenses.

To apply submit a C.V. and an expression of interest (no more than 2 sides of A4) which addresses the person specification and the level of commitment you can make to secretary@parity.charity.

Should you wish to speak to the Chair then please email him in the first instance on chair@parity.charity

Thank you.

The Role of Trustee

Overall Purpose

Trustees are the governing body of the charity and are ultimately responsible for all the charity's activities, efficient administration and financial viability. Trustees work to provide vision, direction and oversight to ensure that PARITY fulfils its charitable objectives.

Trustees must endeavour to ensure financial stability, protect the charity's assets, and oversee the proper investment of funds and risk management. By providing leadership and helping to develop a culture of excellence, trustees seek to uphold the highest levels of probity, financial stewardship and corporate performance.

PARITY subscribes to Lord Nolan's 7 principles of public life:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

<https://www.gov.uk/government/publications/the-7-principles-of-public-life>

Collective roles

In collaboration with the Chairman and the entire Board, Trustees will:

- Attend and participate in all Board meetings and discharge corporate roles as outlined above;
- Approve the strategic plan and annual budget, the annual report and accounts;
- monitor performance and receive auditors' report.
- Contribute to Board of Trustee nominations to ensure the quality and diversity of the board's composition.

- Ensure clear strategic direction and define goals, targets and risk parameters.
- Protect the reputation of PARITY and promote its vision and mission.
- Ensure the charity complies with its articles, charity law, company law and any other relevant legislation or regulations.
- Stay up to date with charity law, company law, other relevant legislation, and with the environment in which PARITY operates through news, publications, social media, conferences and networking and wide reading.
- Use any specific skills, knowledge or experience to help the Board reach sound decisions.
- Uphold all decisions properly made by the Board.
- Maintain appropriate confidentiality, disclose any conflicts of interest and abide by the charity's Code of Conduct, Nolan's principles, policies and procedures.

Individual Duties

- Provide strategic overview and a corporate perspective at meetings of Board committees.
- Develop thinking on issues that do not fit within traditional committee structures through attendance at ad hoc working groups.
- Participate when required in standing committees and represent the organisation externally and play a role in the development of effective partnerships with stakeholders and other organisations.
- Attend and prepare conscientiously for all meetings; participate fully, considering carefully the views of others and acting corporately in the best interests of PARITY.
- Provide timely responses to requests for expertise. Maintain confidentiality at all times.

Person specification

To serve as a trustee of PARITY an individual needs to demonstrate the following skills, abilities and personal qualities:

Knowledge and experience

- Strategic vision and the ability to think creatively.
- The ability to work effectively as part of a team.
- The ability to listen to, read and assimilate information quickly and effectively.
- The ability to act corporately and collaboratively and reach objective and shared decisions.
- An understanding of sex discrimination and the effects of living with it, together with an appreciation of the work that PARITY does.
- An understanding of the role of a Trustee and the desire and ability to take part in committee work along with a commitment to attend meetings and undertake associated work.
- The ability to communicate with a wide variety of people, including MP's, judges, civil servants, CEO's and other stakeholders.
- The ability to act as an ambassador for PARITY, with the potential to speak at public engagements where requested, and to assist in building awareness and funds for PARITY.

Skills and abilities

We are seeking skills in the following areas:

- Strategic planning
- Business development
- Disability or special educational needs policy and practice
- Health
- Law
- Family Law
- Common Law and the British Constitution
- Marketing

Personal style and behaviour

- Empathy with the cause and a commitment to PARITY' vision, values and beliefs, ideally with personal knowledge of what sex discrimination means.
- Individual judgment is based on self-chosen principles, and moral reasoning is based on individual rights and justice.
- Highly credible with the wide range of individuals and groups that PARITY seeks to engage.
- Aware that while rules/laws might exist for the good of the greatest number, there are times when they will work against the interest of particular individuals.
- Humility and high levels of personal integrity.
- Be prepared to act to defend the principles of human rights, justice, common law and equality even if it means going against the rest of society in the process and having to pay the consequences of disapproval.
- An understanding of the opportunities and constraints of being a Trustee in a charity.
- Ambitious for PARITY and its future growth and stability.

(See Kohlberg's Stages of Moral Development for an appreciation of the personal style we are looking for.)

Additional duties

In addition to the above, each Trustee should use any specific skills, knowledge or experience they have to help the Board reach sound decisions. These may involve scrutinizing Board or committee papers; leading discussions, focusing on key issues, providing advice or guidance on new initiatives and other issues in which trustees have specific expertise or lived experience.

How to apply

Commitment and remuneration

The expected time commitment is five half-day Board meetings and an full day annual general meeting. All trustees serve on a standing committee between meetings. Trustees may be invited to attend charity events such as International Men's Day.

Some trustees use conference calling to attend board meeting and engage in standard committee meetings so distance is not a problem if you are willing to use this technology e.g. SKYPE, WIRE, ZOOM.

The role of trustee is unpaid. Reasonable out of pocket travel expenses are paid.

Trustees are required to agree to abide by Lord Nolan's 7 principles of public life and declare any conflicts of interests.

Terms

Trustees are appointed for an initial three-year term and are eligible for re-appointment for additional terms of three years each.

To apply

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