

Non-Executive Director Role specification



About Women in Property

Statement from the National Team

Women in Property is a vibrant membership organisation for women working in the property and construction industry. Our aspiration as an organisation is to recognise excellence, encourage up and coming talent and nurture the role models of tomorrow. We actively seek an industry that is balanced, diverse and inclusive.

- Formed in 1987
- Over 1,600 members, at all stages in their career and from all disciplines
- Fourteen branches and Event Hubs across the UK from Devon & Cornwall, to the Midlands, Yorkshire & North East to Northern Scotland and Northern Ireland
- Driven by member volunteers
- Focus on Mentoring, Outreach, CPD, professional networking and industry influence
- Over 500+ events each year

“Women in Property is an organisation whose values are founded on fairness, inclusion and social responsibility. The membership is bound by a collective aspiration to grow awareness, knowledge and recognition of gender issues in this industry.

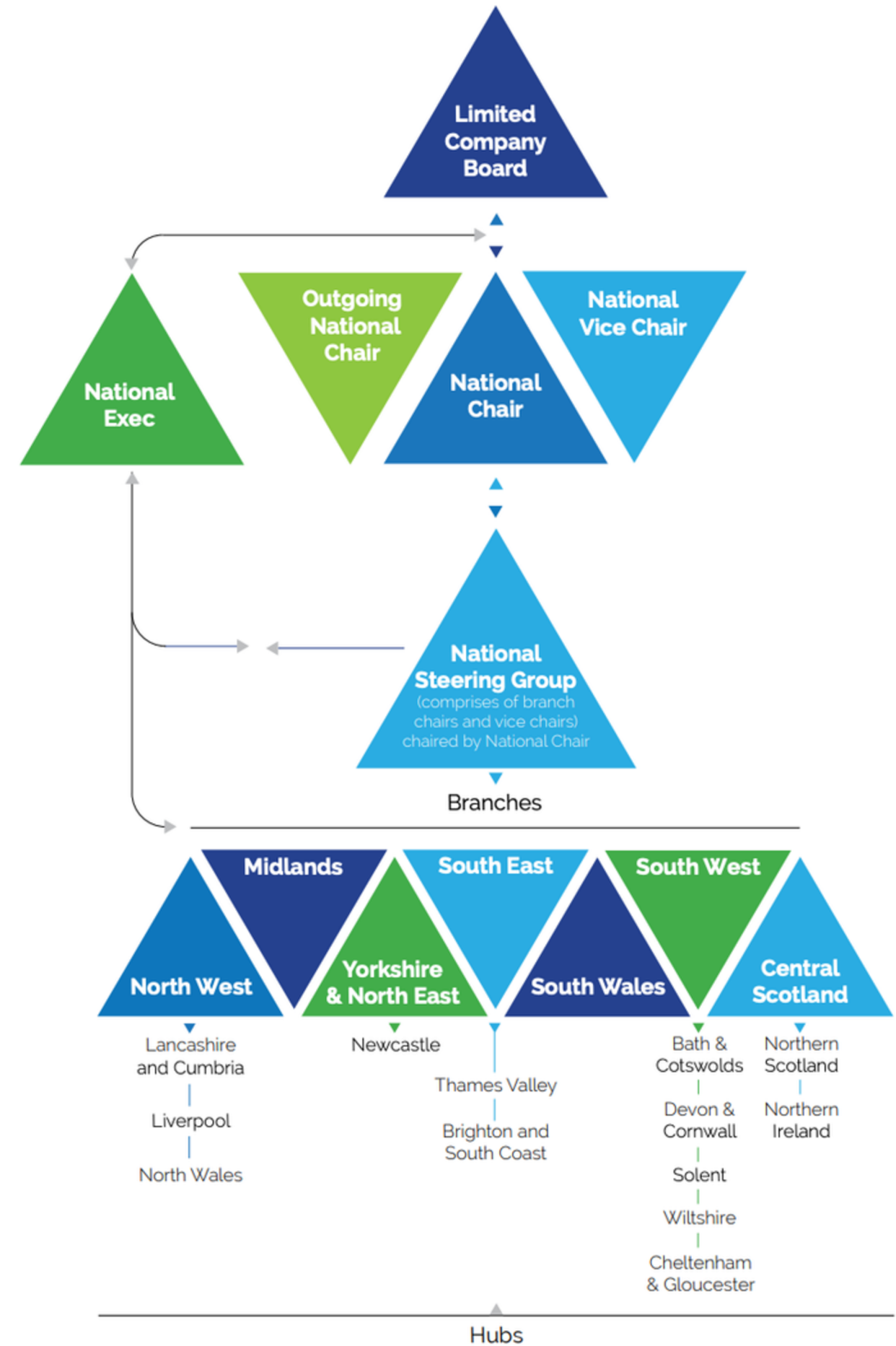
We firmly believe that Women in Property is as relevant today as it was when it first launched, in 1987. The industry has taken some great strides forward and we celebrate the people and organisations who are working hard to bring about lasting change...but there is a way to go.

Women in this industry remain underrepresented and there is still a requirement for the metaphorical ‘safe space’. The positive action that Women in Property propagates is very different to discrimination. Nevertheless, we look forward to the day when we, and organisations like ours, are redundant because they are simply no longer needed.

This doesn't mean that we will not change. Far from it. We recognise the need to sustain the organisation and ensure its relevance for the future.

In our Business Plan we have identified three pillars based around our brand value words *Aspire, Succeed and Inspire* which are integrated into everything we do. And we continue our commitment to three focus areas namely Outreach, Mentoring and the National Student Awards, which form the basis of our ongoing activity.

Ultimately, all of this is about our members. We know that the majority joined Women in Property for the business networking and personal and professional development. These are a given. What has come as a welcome bonus for so many is the camaraderie, friendships and the sense of being part of a wider team. Like the organisation, these relationships are strong and enduring.”



Our Vision

Our Vision

“We will provide an intelligent, supportive, influential network for members and our allies working in the property and construction industry”

Further to a KPI Workshop and Strategy Day in 2023, we went on to develop 'WiP Futures: Five Year Plan'. This details the organisational structure, what we do and how we do it, and how we will work to develop three core areas - Outreach, Membership and the National Student Awards - over the next few years, taking us to 2029.

In September last year, the then National Chair Emma Richman led our 3rd Strategy Workshop attended by three of our Board Directors, Rachel Bell, Hannah Lloyd and Dan Sames, and the National Executive Team. The Business Plan 2026 was subsequently reviewed and updated.



WiP Futures
Five Year Plan

Non-Executive Director

The Limited Board Directors and National Team have been working hard behind the scenes on a number of changes as we develop and grow the organisation. Women in Property has been restructured, moving from an Unincorporated Association to a Company Limited by Guarantee, retaining our not-for-profit status, and joining all Branches and associated Hubs into one administrative structure. The organisation has grown significantly over the last couple of years and there is some really inspiring work going on across the Branches, as well as some fabulous events.

Following recent additions to the Board Women in Property is now looking to grow the Limited Board with the appointment of at least one new **Non-Executive Director with legal expertise, specifically with specialist knowledge of corporate and human resources.** We encourage applications from all genders, to build and strengthen our inclusive board.

As a Non-Executive Director, you will be responsible for strategy and guidance of the business and help guide the National Team, which is formed by the current National Chair, National Vice Chair, Immediate Past National Chair and the ExecutiveTeam, who handle all treasury, administration, membership and marketing activity and are paid consultants.

This is an opportunity to help shape and guide Women in Property and have Limited Company Board experience, while developing your own skills and network.

- Applicants will be expected to have extensive senior management experience in the built environment industry.
- The roles are held in a consultative capacity and entail attendance at a minimum of four Board meetings per year (one in person, three on Teams) with supporting Board communication in the interim.
- Each NED will also support WiP working group activities to progress specific areas of focus and initiatives.
- Each Director role is voluntary, with paid expenses for a four-year term.



Non-Executive Director Role

As a NED your fresh perspective will help us avoid complacency and seize opportunities. You will bring diverse skills and contacts, enriching our strategic vision.

Women in Property Non-Executive Directors have a range of responsibilities:

- support the Limited Board Chair, and directors in promoting Women in Property's values;
- support a positive culture throughout Women in Property and adopt behaviours in the boardroom and elsewhere that exemplify the company culture;
- help develop proposals on priorities in line with the 5 year business plan;
- help develop proposals on risk mitigation;
- help develop proposals on values and standards;
- support the National Team in meeting agreed goals and objectives;
- support WiP working group activities to progress specific areas of focus and initiatives;
- satisfy yourself as to the integrity of financial and other information;
- satisfy yourself that financial controls and systems of risk management and governance are sound and that they are used;
- commission and use external advice as necessary; ensure that you receive adequate information in the form that you specify and to monitor the reporting of performance.
- appoint non-executive directors along with the Limited Board Chair;
- succession planning for key executive posts;
- take opportunities to develop and refresh your knowledge and skills and ensure that you are well informed in respect of Women in Property's main audience and industry;





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