



Minutes of the Leadership Team Meeting held by Zoom Call on Thursday 23 March 2017

Women on the call:

Ashleigh Megson
Debbie Shaw
Fran Williams (Minutes)
Jane Carvell (Meeting Leader)
Katja Layher-Segal
Liz Hawthorne
Susie Beazley

Apologies were received from:

Sylvie Kerry

Confidentiality Agreement

It was **agreed** that items of a personal nature will not be recorded and should not be discussed or disclosed outside Leadership Team Meetings.

It was **agreed** that details of discussions and voting are not disclosed to women outside the Leadership Team, except when expressly agreed by the team.

It was **agreed** that a record be taken of Leadership Team Meetings with the aim of publishing them to the wider community, so that the decision-making process is open and transparent. The record will show decisions made by the Leadership Team, together with actions required from those decisions.

Function and Purpose of the Leadership Team

The Purpose of the Leadership Team

is to hold and promote the Vision and Core Values outlined in the Women Within International Strategic Plan 2016, to which WWUK have contributed during its formulation.

Vision/Mission Statement

We create a world where women know, embrace, live and lead from their truth. We do this by inspiring women to connect with all parts of themselves and to a deep sense of their place in the world.

Core Values

1: Inclusiveness

We are a global community of women supporting women.

- All women are welcome
- We are open to all belief systems. We integrate head, heart and spirit
- We value and celebrate community, connection, similarities and differences
- We embrace differences of opinion as opportunities for growth and clarity

2: Respect

Every woman has her own answers and pace. We stay “One Step Behind”.

- We believe that we’re all born whole – and that through the opportunities we offer, women can come to embrace all parts of themselves
- We provide opportunities for empowered leadership
- We intend the best for everyone involved. We intend no harm or offence

3: Integrity

We actively serve women – with integrity.

- We are fiscally healthy and responsible
- We establish and maintain quality standards and best practices
- We establish and hold healthy boundaries
- We are accountable to licensees, independent contractors, and participants in our offerings

We’re congruent in our thoughts and actions.

- We do what we say we’re going to do
- We speak our truth and ask for what we need
- We are innovative, truthful and consistent in our marketing

The Function of the Leadership Team

It was **noted** that in recent years the Steering Circle has been, out of necessity, very task-orientated, and that the aim of the new team is to be less task-driven. The main function of the Leadership Team is to be responsible for the strategy of the organisation, and to enable our activities to continue.

It was **agreed** that we hold a Leadership Team Day to include:

- How we work together as a team
- Our decision-making processes.

Susie's Current Role and why she has been involved

Susie outlined her involvement with WWUK and the responsibilities she is currently holding.

It was **noted** that Susie would like to let go of some of these tasks for others to pick up.

Roles we would like to take on

For clarity, the roles referred to are those in the Leadership Team Roles November 2016 document, which is attached for reference.

Susie and **Ashleigh** are interested in taking on the **Communications (Sales and Marketing) Director** role. They **agreed** to discuss a jobshare and to bring this back to the next meeting.

Ashleigh is willing to take on the **Event Management Director** role, should this be necessary.

Debbie and **Liz** are drawn to the role of **Relationship Director** (Weaver) and it was **agreed** that they talk together about sharing this role.

It was **agreed** that **Katja** and **Fran** jobshare the **Company Secretary** role.

It was **agreed** that **Jane** take on the **Board Circle Chair** (Guide) role.

Sylvie has stepped forward to undertake the **Governance Director** (Guardian) role.

It was **agreed** that the roles are not to be published until they are confirmed at the next meeting.

Commitment Circle

Each woman present gave their five commitments to the Circle.

Our commitments are recorded for the Leadership Team only in a separate document.

Holding of tasks until the recruitment of the task team

It was **agreed** that this be brought forward to the agenda of the next meeting.

Face to Face Meetings

It was **agreed** that this be brought forward to the agenda of the next meeting.

Support for the delivery of Woman Within Weekends in July and October 2017

It is confirmed that a Woman Within Weekend will take place at Trafford Hall, Chester, on 27-29 October 2017. This Weekend can now be published. The website is to be updated by Nikki Widdicombe.

Weekend Leaders will be Dale Herinck (July) and Paula Alter (October).

The recruitment of participants to both the July and October Weekends is a priority.

It was **agreed** that Susie and Ashleigh discuss actions on Communications and Marketing for these Weekends.

It was **agreed** that Katja and Fran speak to Mellon about taking on administrative tasks related to Registration for the Weekends.

It was noted that Debbie has access to contacts through Frances Day and will approach women who may like to attend the July Weekend in York.

Date of the Next Meeting

It was agreed that the Leadership Team meets by Zoom Call on **Tuesday 4 April 2017** at **8pm**.

If Liz is able to rearrange her standing commitment, this will be brought forward to **7pm**.