



# Trustee Information Pack

## 1. Introduction

Thank you for your interest in being a trustee of Close the Gap. This information pack provides information on:

- The work of Close the Gap;
- The role of trustee; and
- The application process.

## 2. About Close the Gap

Close the Gap is Scotland's expert policy and advocacy organisation working on women's labour market equality. We work strategically with policymakers, employers and unions to enable and encourage activity that will address the causes of women's inequality at work.

Close the Gap was established as a partnership initiative in 2001, and after a period of growth and development, became a Scottish Charitable Incorporated Organisation in 2016.

Our work is wide-ranging, and includes:

- Working with national policymakers to advocate for the gendering of policies related to women's labour market participation.
- Developing policy papers and briefings, and undertaking research on women's labour market equality to expand the evidence base on the experiences of different groups of women at work.
- Influencing employers to develop gender-sensitive employment practice.
- Developing guidance and tools for employers to support compliance with legislation, build gender competence, and to enable action that address the causes of women's inequality at work.

- Developing guidance and tools for unions that will build capacity in reps to advance women's workplace equality.

We currently have five members of staff who are based at our office on Buchanan Street in Glasgow.

More detailed information on Close the Gap's work is available on our website at [www.closesthegap.org.uk](http://www.closesthegap.org.uk). You can also follow us on Twitter at @closesthepaygap.

### **3. The role of trustee**

As a trustee, you will be responsible for overseeing the strategic direction and effective running of Close the Gap, ensuring that we meet our charitable objectives and comply with the law.

Specifically, trustees:

- Set and maintain the vision, mission and values of the organisation;
- Develop direction, strategy and planning;
- Ensure the organisation has the structure and resources for its work;
- Establish policies and procedures to govern organisational activity, including guidance for the board, volunteers and staff;
- Establish systems for reporting and monitoring;
- Manage risk and ensure compliance and accountability with the governing document, external regulators and the law; and
- Make certain that the financial affairs of the organisation are conducted properly and are accurately reported.

We encourage all potential board members to read the Guidance for Charity Trustees developed by the Office of the Scottish Charity Regulator (OSCR), available on its website: <http://www.oscr.org.uk/charities/guidance/guidance-and-good-practice-for-charity-trustees>

### **4. Trustee duties, rights and responsibilities**

Guidance from OSCR sets out the general duties of a charity trustee:

- Act in the interest of the charity. Trustees should put the interests of their charity before their own interests, or those of any other person or organisation.

- Operate in a manner consistent with the charity's purposes. Trustees should carry out their duties in accordance with their governing document.
- Act with due care and diligence. Trustees should take such care of their charity's affairs as is reasonable to expect of someone who is managing the affairs of another person.
- Ensure that the charity complies with the provisions of the Charities and Trustees Investment (Scotland) Act 2005, and other relevant legislation.

More detailed information can be found on the OSCR website:

[www.oscr.org.uk](http://www.oscr.org.uk).

## **5. Person specification**

You should be able to demonstrate that you have the following skills, knowledge, experience and qualities.

### Essential

1. A commitment to women's labour market equality, and to the work of Close the Gap.
2. Some understanding of women's labour market inequality.
3. A willingness to commit the necessary time and effort to fulfil your duties as a trustee.
4. The ability to think strategically and creatively, and to respond to the needs of the organisation.
5. The ability to form positive and productive relationships with fellow board members, the staff and volunteer and wider stakeholders, as required.

### Desirable

1. Knowledge and experience of media/PR.
2. Knowledge and experience of marketing.
3. Knowledge and experience of fundraising.

## **6. Equality**

Close the Gap is strongly committed to equality, and aims to recruit a diverse board. We recognise that diverse boards are more effective, and result in better governance practice. The trustee vacancies are open to all but we would

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particularly welcome applications from Black and minority ethnic people; disabled people; and lesbian, gay, bisexual and trans people who are currently under-represented on our board.

## **7. Time commitment**

The board meets quarterly in Glasgow city centre. Meetings are currently held 6pm-8pm on a weekday. Papers are circulated one week in advance which require scrutiny and preparation. Attendance at board meetings remotely is possible, however it is expected that trustees attend some meetings in person.

Other time commitments can include involvement in recruitment, attending strategic planning and review days and training, and participation in any sub-groups. The time commitment of these can vary, and can be shared among the board.

## **8. Expenses**

Trustees are not paid for their duties. You can claim reasonable costs of travel to and from meetings and while representing the board at Close the Gap events.

## **9. Other requirements**

You must be over 18 years and live in the United Kingdom.

We are unable to consider applications from individuals who would be disqualified from being a trustee:

- Anyone with an unspent conviction for an offence involving dishonesty or an offence under the 2005 Act<sup>1</sup>;
- Anyone who is an undischarged bankrupt or has a Protected Trust Deed;
- Anyone who has been removed under either Scottish or English law or the courts from being a charity trustee; and
- Anyone who is disqualified from being a company director.

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<sup>1</sup> The Charities and Trustee Investment (Scotland) Act 2005

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## 10. Application process

Having read the information contained within the information pack, please complete:

- the application form; and
- the equalities monitoring form.

Please be as specific as possible in your answers, as shortlisting will be based on the information you provide in the application form. CVs will not be considered.

The information you provide in the equalities monitoring form will not be considered with your application, and will not form part of the selection criteria. Your equalities data will be treated anonymously and will be used to monitor and inform Close the Gap's equalities practice.

The deadline for applications is 12pm on Friday 1 March 2019.

You will be notified by Wednesday 6 March 2019 if you have been selected for interview.

It is anticipated that the interviews will take place on Wednesday 13 March 2018 at the Close the Gap office, 3rd floor, 166 Buchanan Street, Glasgow, G1 2LW. Please advise us of any access requirements that you have.

The interview panel will comprise current board members and the Executive Director.

If you have any queries or would like to discuss the role in more detail please contact Anna Ritchie Allan, Executive Director, at [aritchieallan@closethegap.org.uk](mailto:aritchieallan@closethegap.org.uk), in the first instance.