



PAWS FOR PROGRESS CIC

Psychology School of Natural Sciences
University of Stirling
FK9 4LA
www.pawsforprogress.co.uk
Company No. 469108

Paws for Progress CIC: Board Members (voluntary positions)

The Organisation

Paws for Progress CIC (established in 2014) is a non-profitable organisation dedicated to improving the lives of people and animals. Please visit our website for further information on our organisation and our activities:

<https://pawsforprogress.co.uk/>

Role description

- ensure that Paws for Progress complies with its governing document (Articles of Association), and all relevant legislation and regulations
- ensure that Paws for Progress pursues its objects as defined in its governing document
- contribute actively to the Board of Directors by giving firm strategic direction to Paws for Progress
- help develop our business and strategic planning
- set overall policy, define goals, set targets, and evaluate performance against agreed targets
- monitor the financial position of the organisation to maintain financial sustainability
- act in the best interest of the organisation to safeguard our values and reputation
- maintain confidentiality around any sensitive or confidential information received in the course of their duties

In addition to the above duties, Board Members should use their specific skills, knowledge or experience to support the Board in reaching sound decisions, this may involve leading discussions, identifying key issues and providing advice and guidance on new initiatives.

Person specification:

- a commitment to the mission and aims of Paws for Progress
- a willingness to work collaboratively in pursuit of the organisation's aims
- experience or skills in at least one of the key areas identified by the Board of Directors
- a willingness and ability to meet the minimum time requirement
- the ability to form positive and productive relationships with other Board members, staff team and partners
- effective communication skills and willingness to actively participate in constructive discussions
- good numeracy skills, to the extent required to understand spreadsheets and accounts
- an understanding and acceptance of the legal duties, responsibilities and liabilities of directorship
- an understanding of good governance in the third sector
- a willingness to learn, develop and examine your own performance

Hours: Six Board meetings a year in Stirling, active involvement in at least one sub-committee, and occasional request to represent the organisation at relevant events (anticipated commitment of approximately 4 hours per month). Appointed Director will be expected to engage in an induction process on taking up their position (covering organisational structure, services, governance, and financial overview).

Salary: All Board roles are voluntary but out of pocket expenses to attend Board meetings and related events will be reimbursed.