



Scottish Refugee Council Board of Directors

We are looking for refugees and people seeking asylum to join our board of directors to support us in achieving our vision. It is extremely important to SRC to involve refugees in all areas of our work. You may have skills in management, finance, law, human resources, public affairs and communications, research and policy, fundraising, IT, any of which would be welcome. You could have gathered these skills in your home country, in the UK or somewhere else. You may have learnt these skills through education, through the workplace or through voluntary work. However, a passion for the rights and welfare of refugees and a willingness to bring your lived experience to the role are what matters most.

Information about current Board members can be found using this link: http://www.scottishrefugeecouncil.org.uk/about/our_people/patrons_and_board

Board Members are not paid for their time but any reasonable expenses are covered, including for travel and for childcare.

What the Board does

The Board is responsible for:

- **Strategy** – the Board designs and keeps the strategic plan updated. This plan sets out how Scottish Refugee Council will work to support, protect and uphold the rights of asylum seekers and refugees. The Board receives reports at each Board meeting about progress with implementing the plan.

A copy of the plan for 2017- 2020 can be found on our website using the link below: http://www.scottishrefugeecouncil.org.uk/assets/0001/3399/2017_Strategic_Plan_A5.pdf

- **Keeping within Remit** – the Board has to make sure that the organisation's work is always in line with its aims. The Board scrutinises reports on the organisation's work at Board meetings.
- **Effective Governance** – the Board must ensure that Scottish Refugee Council meets its legal and financial requirements and that the organisation's resources are managed efficiently. The Board receives financial reports at each meeting. There is a Finance and Audit Committee that reports to the Board on these matters. There are also three sub-committees, one dealing with finance and audit, one with fundraising strategies and the other with staffing policies.



What Directors do

Board members are called “Directors” or sometimes “Trustees”.

Please see accompanying document for a full description of their role.

They are expected to:

- Contribute to Board meetings by reading papers (sent out in advance) and by taking an active part in meetings. The Board meets 4 times a year and also has an annual Strategy Day and an Annual General Meeting.
- Attend SRC events and act as ambassadors for Scottish Refugee Council.
- Take part in training sessions for Board members.
- Always put Scottish Refugee Council’s interests first in their work with the Council. Directors do not have a role to represent other organisations on the Board.
- Follow Scottish Refugee Council’s Code of Conduct at all times. (see accompanying document).
- Contribute their specific skills, interests and contacts to support Scottish Refugee Council.

You can find out more about Charity Directors’ general responsibilities at:

https://www.oscr.org.uk/media/2728/v10_guidance-and-good-practice-for-charity-trustees.pdf

Support for Directors

We pay travel expenses for Board members. We will also pay child minding expenses if an invoice is received from a registered child minder or child care provider. Directors are not paid for their work.

Each new Director comes to the SRC offices for an induction session before their first meeting. They also receive training on their role during the first year. An experienced Board member will “buddy” a new Director during their first year.

Benefits of being a Director

- ✓ Being a Director means that you can use your own experiences and skills to help others in the asylum process and new refugees adapting to life in Scotland.



- ✓ You can contribute to developing the policies and practices of Scottish Refugee Council.
- ✓ Your involvement on the Board should give you useful experience to include on a CV.

What Happens Next

For further information, please visit our website at www.scottishrefugeecouncil.org.uk/jobs or contact recruitment@scottishrefugeecouncil.org.uk if you would like to arrange an informal discussion about the role with a current Board member before applying.

If you would like to apply, please send your completed application form to recruitment@scottishrefugeecouncil.org.uk by **Monday 23 September 2019 at 11.59pm**

Any Questions?

If you have any questions, please feel free to contact Anna Cheung.

Thank you for your interest in Scottish Refugee Council