

IDEAS Executive Committee members

1. Role description – Committee members

IDEAS is a network of organisations and individuals involved in Development Education and Education for Global Citizenship (GCE) across Scotland. We believe that learners gain important skills, values and understanding through good GCE. And we believe that a well networked GCE sector can support policy makers to deliver the best possible GCE in our schools and communities, growing globally minded, informed and active citizens. Our role as a network is to enable relationships, share learning and advocate for best practice.

We are a charitable company limited by guarantee (registered with the Office of the Scottish Charity Regulator SC031583) so our Exec committee members are also charity trustees and company directors. Exec members are elected by the network's membership at our AGMs.

We are currently looking to increase the diversity of our committee by recruiting up to 4 additional Exec members, one of whom would also be our Treasurer.

The IDEAS Exec is currently made up of people with strong education skills and good connections to the GCE sector. We would like to diversify the skills range on our committee, so in particular we would welcome people with skills in:

- Financial management
- Legal issues
- Strategic planning
- Fundraising

Expectations of Exec members

The role of the Exec is to provide effective governance for IDEAS and be responsible for ensuring that the charity works to achieve its charity purposes. [The Guidance and good practice for Charity Trustees](#) outlines how trustees can meet the legal requirements set out in the [Charities and Trustee Investment \(Scotland\) Act 2005](#).

All charity trustees have the following legal duties:

- (i) A general duty to act in the interests of the charity, requiring trustees to:
 - Operate in a manner consistent with the charity's purposes
 - Act with care and diligence
 - Manage any conflicts of interest.
- (ii) Specific duties requiring trustees to:
 - Ensure that the charity details on the Scottish Charity Register are kept up to date
 - Report any changes to the Scottish Charity Regulator (OSCR)
 - Keep proper accounting records and comply with reporting requirements

ideas@ideas-forum.org.uk

- Provide the required information to the public.

Because IDEAS is a small charity with limited staff, we also ask Exec members to:

- Ensure our strategy is still relevant and we are achieving what we promised our members
- Get to know our network and members
- Take forward certain delegated activities (which will be agreed with you at the time)
- Support volunteers and freelance sessional workers to deliver our plans
- Attend events and act as an ambassador for IDEAS when needed.

What we will expect from you as an individual:

- Attend and contribute to 5 Exec meetings each year, and other meetings as required. Meetings will generally take place digitally unless otherwise agreed.
- Read and respond to Board documents and correspondence between meetings.
- Commit unreservedly to confidentiality.
- Undertake self-development in areas where you consider yourself to be less well informed.
- Develop and maintain good working relationships with other trustees, IDEAS members and volunteers.
- Understand existing or potential conflicts of interest and how to deal with them.
- Consider undertaking and/or participating in discrete pieces of relevant work including working groups, supervising staff/volunteers or representing IDEAS at networking meetings.
- Consider, over time, taking on an office-bearer role such as Chair, Treasurer or Secretary.
- These general expectations equate to an average monthly commitment of 8 hours, including preparation. There may be additional time needed of office bearers.

What you should expect of IDEAS:

- An induction process on joining IDEAS to understand the organisation, its ethos and objectives.
- A participative and open style of Exec meetings in which all are encouraged to contribute and are listened to.
- Documents distributed at least one week before meetings.
- Open access to the Chair and office bearers to deal with any matters you need to raise.
- An opportunity to attend board training and development days which are held from time to time.
- Appropriate expenses.

ideas@ideas-forum.org.uk

Exec members are elected and re-elected by the membership at the Annual General meeting each year. They can be nominated by organisational members or stand as independents who will become individual members on election.

2. Role description – Treasurer

We're currently looking for a Treasurer to work as part of the Exec committee and guide the Exec to manage the organisation's finances.

As well as the general duties of all Exec members, the Treasurer is responsible for ensuring the Exec can undertake:

- General financial oversight
- Financial planning and budgeting
- Financial reporting and production of annual accounts
- Management of restricted, designated and core funds
- Control of assets and reserves
- Proper archiving of financial information

The Treasurer is not solely responsible for the effective management of IDEAS' finances – that is a common responsibility of all Exec members. However, it is helpful to have an individual on the Exec with the remit and skills to guide the committee in financial matters. The Treasurer is not expected to take on any additional committee responsibilities such as HR or advocacy.

This should not be onerous given the low cost base of the organisation and limited number of external funders. Extensive financial experience will not be required; willingness to develop financial skills will be helpful.

3. Advert

IDEAS is a network of organisations and individuals involved in Development Education and Education for Global Citizenship (GCE) across Scotland. We believe that learners gain important skills, values and understanding through good GCE. And we believe that a well networked GCE sector can support policy makers to deliver the best possible GCE in our schools and communities, growing globally minded, informed and active citizens. Our role as a network is to enable relationships, share learning and advocate for best practice.

IDEAS is looking for up to 4 new members to join our Executive Committee (charity trustees), including a treasurer.

We welcome applications from individuals with an interest in global citizenship education who will add diverse voices, perspectives and skills to our organisation. We are particularly interested to hear from applicants with knowledge of the finances of small charities, or with some knowledge of areas such as:

ideas@ideas-forum.org.uk

- Strategic planning
- Fundraising
- Legal issues

These committee roles are voluntary, with no remuneration. However, reasonable travel expenses will be covered. The committee meets online five times a year, with the ideal of AGMs being face to face at one of our members' premises.

IDEAS is a small charity run by and for its members, and we currently have no paid staff. You could join us at an important moment as we begin implementing our new strategic plan and building our connections to our members. Come and join us, share your skills, make a difference to young people's understanding of the world, and build your own experience!

Please read the role description and complete the simple application form by **midday on 1 March 2021**. Informal interviews are likely to take place on 9 & 10 March (afternoons), giving you a chance to meet other Exec members and ask any questions you might have.