

## **BOARD OF DIRECTORS ROLE DESCRIPTIONS**

### **DIRECTOR**

As a member of Wellbeing Scotland's Board of Directors this is your role:

**To ensure that Wellbeing Scotland operates within the law including:**

- the requirements of the Office of the Scottish Charity Regulator
- legislation and compliance on issues such as finance, employment, recruitment, equal opportunities and health and safety.

**To work in the interest of Wellbeing Scotland, upholding and contributing to its vision, purpose, and strategies, including:**

- ensuring that all that is done is within the objectives set out in Wellbeing Scotland's governing documents:
- safeguarding the reputation of Wellbeing Scotland with the public, it's stakeholders, funders, staff, volunteers and service users.

**To ensure that Wellbeing Scotland operates effectively, with efficient and appropriate use of resources, and demonstrates accountability including:**

- overseeing the annual monitoring, review, and adoption of Wellbeing Scotland's Business Plan
- decision-making on aspects of finance, reporting and auditing;
- supporting the activities of the organisation, its volunteers, participants and staff;
- supporting the manager, and reviewing her or his performance;
- sitting on recruitment and disciplinary panels as required.

**To make an active contribution to the effectiveness of the Board of Directors, in decision-making, and in the Board's work of creating the forum for overview of Wellbeing Scotland's direction, policies and procedures, management and evaluation of performance including:**

- taking on specific areas of responsibility as and when required related to an area of work that Wellbeing Scotland is engaged in, or an aspect of organisational significance to Wellbeing Scotland and/or acting as an Office Bearer of Wellbeing Scotland eg: Health and Safety; Human Resources and Personnel; one of the strands of work in the current Wellbeing Scotland Strategy; role of Chair, Vice-Chair or Treasurer.
- attending meetings, reading Board meeting papers, leading discussions, raising relevant issues;
- using your knowledge and experience to help the Board reach sound decisions, and providing information, advice and guidance requested by the Board in areas where you have particular expertise;
- declaring any interest that you may have (financial, professional or personal) in conflict with those of the organisation;
- developing, recruiting and retaining a balanced and effective Board that can meet its responsibilities.

*In summary .....*

***The role of the Board member is to ensure the organisation is well managed, not to manage it themselves.***