

# Kinning Park Complex is seeking new Board Members

We are seeking people to join our board in 2022 to work alongside our existing board trustees in supporting The Kinning Park Complex (KPC) in its mission to develop assets and services that are community-owned and led. Within this we are also looking to recruit a **Treasurer** to assist and advise the board in overseeing the finances of KPC, a **Secretary** to support the administration of board meetings and to appoint a **Vice Chair** who will in time succeed our current Chair.

## About the Kinning Park Complex

We are a community-owned space in the Southside of Glasgow. Our flexible spaces can be hired for private events or community activity. We also offer a diverse programme of free and low-cost events, classes and activities for all ages!

## Who are we looking for:

KPC is a Scottish Charitable Incorporated Organisation (SCIO), which is a unique legal structure purpose built for Scotland's third sector' and its board members are the charity trustees with responsibility for governing the organisation. The KPC would like to talk more to you about joining our board if you share our values of:

- **Self-Determination:** We create space for people to determine their own priorities;
- **Empowerment:** We create opportunities for people to develop the confidence and capacity to take action on the issues that affect them;
- **Participation:** We make decisions with people not for them;
- **Collaboration:** We work with others because it achieves more than working in isolation;
- **Solidarity:** We recognise the problems of one of us impact on all of us;
- **Responsibility:** We are proactive on the issues we care about;
- **Understanding:** We build dialogue through respect, transparency and patience;

- **Inclusivity:** We value diversity of interest and experience, create space for all and seek to challenge discriminatory practice

## **The board & subcommittees:**

The KPC board is responsible for the effective governance of the organisation. Full board members will also be involved in up to two subcommittees in which you can best match your skills or interests into how you engage with and support KPC.

Subcommittees are led by board members and include relevant staff members and additional board members. Subcommittees are arranged around the following areas:

### **Finance**

We are seeking a new **Treasurer** to lead our finance subcommittee. This role will take responsibility for overseeing the financial position and advise on future financial issues, prepare finance papers for the board based on management accounts, help with the accuracy of annual accounts for our Annual General Meeting (AGM), and liaise with the external auditor regarding any issues arising. This committee is also made up from individuals interested in the financial management of KPC including Fundraising, Budgeting and Financial Compliance and Reporting.

### **Operations**

The purpose of the Operations sub-committee is to oversee KPC operational activity and support the KPC Staff Team in their operational roles. This committee would benefit from participation of individuals with experience of or interests in Building Management, Facilities or Project management.

### **Projects and Communities**

The purpose of the Projects & Communities sub-committee is to oversee KPC projects and work within the community including KPCafe and Community Wellbeing & Participation (CWP). This committee would benefit from participation of individuals with experience of or interest in Community Mapping, Community Learning & Development, Project Delivery Support, Projects or Consultation. Within this committee we are particularly keen to recruit local people who have a range of skills and lived experiences who feel they have something to bring to the work the organisation does.

## Communications & Marketing

The purpose of the Communications & Marketing sub-committee is to support KPC's communications, including updating members and public profile. This committee would benefit from participation of individuals with experience of or interest in Marketing Campaigns, Networking, Fundraising or Social Media. We are looking for a new **Secretary** to sit on this committee and support the administration of board meetings and communication between staff and board.

## People

The purpose of the People sub-committee is to support KPCs mission and values, including fair pay and Equality & Diversity. This committee would benefit from participation of individuals with experience of or interest in Human Resources, Health & Safety, Equalities or Risk Management.

## The role

We understand that individual personal circumstances will affect the level of engagement they are able to commit to as a board member. We therefore have three levels of commitment to select from. Currently meetings are taking place in a mixture of online and face to face meetings.

- **Full board members** - participates in full board meetings and up to two sub committees. Members should be able to commit to at a minimum of 4 board meetings and 4 sub committees meetings plus 1 AGM per year. In addition Full board members will be expected to commit time to prepare for meetings and complete tasks in between engagements. These members are expected to engage with KPCs programme of Community events and additional meetings which may arise. The **Vice Chair** will be appointed from the cohort of full board members as a "Chair in waiting" and over the next year will gradually assume the responsibilities of the Chair.
- **Sub Committee Members** - participates in one or more sub committees. These Members should be able to commit to a minimum of 4 sub committee meetings per year plus 1 AGM per year. Members will be expected to commit some time to

prepare for meetings and may be requested to complete tasks in between engagements.

- **KPC Member** - individuals from the membership who would like to contribute to the board or sub committee discussions. These members can request to participate in Sub Committee or Full board meetings as an 'observer' and learn more about KPCs Governance structure. Members are invited to the AGM annually and will be encouraged to take an active role in this.

Please consider the skills and experiences you could bring to the boards and/or these subcommittees. You may have developed these interests through working for a small or large organisation, through working for yourself, through volunteering or life experience. You don't need to have prior experience on a board and we will provide a full induction and help you understand the role and responsibilities of being a charity trustee.

## **Next steps**

If you are interested in hearing more we are inviting expressions of interest and offer a number of ways these can be submitted. We can also be contacted on any of the ways outlined below for an informal chat ahead of submitting your expression of interest.

Please let us know if you want anything to help you through the application process and we will try to help to the best of our ability.

By email - [board@kinningparkcomplex.org](mailto:board@kinningparkcomplex.org)

By post - Ibrox Parish Church, Clifford Street, G51 QH

By phone - 07544612437

By text - 07544612437

Your expression of interest should outline:

- The level of board commitment you are interested in, including, where applicable, your interest in the role of Vice Chair, Treasurer or Secretary
- Your interest in KPC
- What attracted you to being a Trustee with KPC
- What skills or personal attributes you feel you can bring to the role

## **Key Dates**

- Sunday 15 January (midnight) - closing date for expressions of interest.
- End of January - all expressions of interests responded to and notified of outcome
- Saturday 26 February - AGM to vote in new board