

## **ACE IT Scotland - Chairperson Role Description 2022**

Following the planned stepdown of our existing Chairperson in August 2022 after 6 years of service, ACE IT Scotland seeks a new Chairperson to lead the Board into 2025 and potentially beyond. This flourishing Edinburgh-based charity provides coaching and support for people over 50 to access the digital world. The charity has a small but enthusiastic group of staff, a team of over 25 volunteers and a strong, committed Board of Trustees. Trustee meetings are held every three months, currently by video calling but normally at our offices in central Edinburgh.

This is an exciting time to join; two years of covid restrictions have shown just how important digital skills technology is for the wellbeing, connectivity and active involvement of older people. In response to this, we have diversified our activities, developed new projects and created additional methods of service delivery. We have developed a new 'Strategy 2026' to identify the charity's priorities to inform our annual operating plans.

### **RESPONSIBILITIES**

#### **Leadership**

- embrace our vision for all older people to be connected and reach their full digital potential
- ensure that ACE IT Scotland complies with its Constitution, OSCR regulations and any other relevant legislation
- ensure that ACE IT Scotland pursues its goals as laid out in our Strategy 2026
- ensure the effective and efficient management and administration of ACE IT Scotland
- safeguard the principles, values and reputation of ACE IT Scotland
- plan for the recruitment and renewal of the Board of Trustees
- ensure the financial stability and propriety of the organisation
- co-ordinate the Board of Trustees

### **Board Management**

- effectively chair and facilitate the quarterly board meetings and annual AGM
- work with the Board and Manager to set the agenda for Board meetings/AGM, ensuring that meetings are efficient and focused to address priority issues
- scrutinise Board/AGM papers
- lead constructive discussion through to conclusion, with all decisions and agreed actions recorded
- provide guidance and direction to the Board
- performance manage the Board
- plan the annual cycle of Board meetings
- monitor decisions taken at meetings through to implementation

### **Staff Management**

- support the professional development of the Manager
- offer constructive support to the Manager and staff
- ensure appropriate reporting mechanisms are in the place between the Board of Trustees and the Manager
- liaise with the Manager to keep an overview of the organisation's affairs
- liaise with the Manager to ensure the development of the Board of Trustees and staff is aligned

### **Change**

- support the development of ACE IT Scotland future operating models and future strategic plan revisions
- offer guidance, constructive challenge and advice to staff and trustees in relation to change proposals

### **Representation**

- effectively communicate ACE IT Scotland's vision and purpose
- advocate for and represent the organisation at external events
- be aware of current issues that may impact the organisation

## **Commitment**

We are looking for enthusiasm and energy, as well as time. Current estimation is on average 10/12hrs/month, including meeting preparation and contribution towards sub - committee business.

The minimum term expected as Chairperson is 3 years. The key meetings and activities the Chairperson is expected to undertake are:

- Attend 4 board meetings/annum. Currently Mondays 10am to 12.30pm. Plus AGM currently scheduled for August.
- Meet with individual Trustees (minimum, annual review)
- Attend alternate monthly development opportunities as part of the ACE IT Learning & Development programme (approx. 1 hour each)
- Sub-committee meeting attendance including leading on at least one sub-committee 1-2 times/month (approx. 1 hour per meeting plus any pre-reading).
- Contribution to online discussions amongst relevant sub-committees via Teams.  
The sub-committees comprise staff and Trustees each with a focus on Finance, HR, Fundraising, Strategy, Risk and Communications. You will not be expected to attend all of these meetings, but you will have the opportunity to do so.

**PERSON SPECIFICATION: Chairperson**

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EXPERIENCE</b>	<p>Governance/Board experience</p> <p>Strategic leadership roles</p> <p>Strategic change – both design and implementation</p>	<p>Previous Chair and/or Non-Executive Director</p> <p>Improving Board effectiveness</p> <p>Sectoral experience (charity/ social care specifically older people)</p> <p>Staff development and service design (in the charitable sector)</p> <p>Advocating for / promoting a charitable organisation</p>
<b>KNOWLEDGE and SKILLS</b>	<p>Charity governance &amp; duties of charity trustees</p> <p>Change &amp; improvement processes and approaches</p> <p>Strong interpersonal skills</p> <p>Effective communicator</p> <p>Sound, independent judgement</p> <p>Tact and diplomacy</p> <p>Numeracy, ability to understand financial records and accounts</p>	<p>Understanding of peer-based working environments</p> <p>Knowledge of the sector (charity / social care specifically older people)</p> <p>Awareness of challenges older people face</p>

**WHAT OUR PEOPLE ARE LOOKING FOR IN A CHAIRPERSON –**

We asked our staff, trustees, volunteers and learners what three words would describe a great Chairperson to them. Below is a summary of what they fed back. If you believe you could embrace the overall spirit of this, we believe you would be a good fit.

Enthusiastic Approachable Knowledgeable Friendly	Focussed Committed Decisive Sensible	Responsible Leadership Relatable Listens
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Applications should be made to [ian@aceit.org.uk](mailto:ian@aceit.org.uk)

Please send a completed **application form, CV and GDPR permission**

Our current chairperson and manager will be happy to discuss this opportunity further. If you would like to find out more, please get in touch with Iain Couper by calling 0131 667 2053 or emailing [ian@aceit.org.uk](mailto:ian@aceit.org.uk)

This is an unpaid role. Reasonable travel expenses can be claimed on a quarterly basis.

Last updated 23.03.22

**Telephone: 0131 667 2053 - Website: [www.aceit.org.uk](http://www.aceit.org.uk)**

**ACE IT Scotland - Scottish Charity Number SC036315**

Supported by:

