

Volunteer
Scotland



Trustee/Treasurer Application Pack



Welcome from the Chair

Dear Candidate, thank you for your interest in becoming a Trustee with Volunteer Scotland.

Volunteering is one the most rewarding things you can do, making a difference to the communities of Scotland and to yourself as well.

Since becoming Interim Chair in November last year, I have had the privilege of working alongside my fellow dedicated trustees and colleagues at Volunteer Scotland, who are committed to ensuring that volunteering is embedded across Scotland and that everyone can volunteer.

It is an exciting time to join our Board as we work in partnership with multiple stakeholders to deliver on the recently launched Volunteering Action Plan for Scotland.


The Volunteering Action Plan is a co-produced plan, endorsed by the Scottish Government, which aims to create a Scotland where everyone can volunteer, more often, and throughout their lives. It acknowledges the cross-cutting value of volunteering.

The Volunteering Action Plan provides a renewed focus on the contribution of volunteers in communities and seeks to tackle inequality in volunteering through supporting the most disadvantaged in our society.

Through ensuring delivery of our strategic aims; in policy work, research, support to volunteer involving organisations and embedding quality standards across all areas of the volunteering life cycle you will help us to deliver our contribution to the action plan.

My fellow trustees and I are also committed to increasing the diversity of our Board. We would particularly encourage applications from people from black, Asian or minority ethnic communities.

If you are interested in joining our Board then please go to the To Apply section of this document. If you would like to discuss the opportunity further, please do get in touch recruitment@volunteerscotland.org.uk.



Paul J Okroj, OBE
Interim Chair

Annual appointments to the Board of Directors

As a member or a non-member of Volunteer Scotland you are invited to submit an application for the Volunteer Scotland Board of Directors. The appointment process is governed by our Articles of Association.

The Board determines policy and direction and ensures that resources are used effectively to meet our strategic aims and objectives. The Board works to ensure we have the maximum positive impact. Please use this opportunity to have a voice in the governance of Volunteer Scotland.

This year, we are seeking to appoint up to 4 Trustees and a Treasurer to join our Board. If successful, the applicants will be invited to the Volunteer Scotland AGM on 23rd November 2022 to be appointed.

Volunteer Scotland plays a key strategic, policy and practice role and aims to achieve the highest level of governance and diversity in its Board. We are committed to equality of opportunity and welcome applications from all backgrounds and sections of the community.

About Us

We exist to help you make a difference through volunteering. Scotland, more than ever, needs us all to share in the nation's common good. The potential to bring out the best in us has never been better and we're supporting you by:

- Recognising the need for volunteers and demonstrating how this makes a difference
- Understanding what volunteers and volunteer involving organisations want to do
- making volunteering easy for everyone, so that more people volunteer and have a great time

We are the only national centre for volunteering

We receive funded support from the Scottish Government and others to:

- Research, demonstrate and measure the impact made by volunteers
- Develop skills through training and useful volunteer development tools, policies and guides
- Offer a one stop digital gateway to anyone looking for volunteer opportunities
- Support organisations to advertise volunteer opportunities and events online
- Provide an expert disclosure service for voluntary organisations
- Promote and grow volunteering through partners, funders, Government, and policy makers
- Work with others to support projects, innovation and creativity in volunteering

Governance

Our Board of Directors



Paul Okroj
Interim Chair



Emma Cormack



Elizabeth Taylor
Interim Vice Chair



Fiona Watson



Rosie Wylie
Interim Vice Chair



Lynne Harrison



Janette Mitchell
Interim Treasurer



Mark Armstrong



David Field



Selina Ross

Our Leadership Team



Alan
Stevenson
CEO



Adrian
Murtagh



Ewan
McMartin



Kenneth
Stirratt



Matthew
Linning



Margaret
Starkie

Our Board

Our Board of Trustees provides strategic direction, accountability and support to the organisation. If you can contribute well-founded views on current, emerging and future volunteering issues then we want to hear from you.

Appointments are normally for a three year term with a time commitment of around 6 days per year for quarterly board meetings, workshops and planning and strategy events. Although unpaid, becoming a Trustee offer great opportunities to network and influence the future of volunteering at all levels throughout Scotland and further afield.

Volunteer Scotland is committed to equality of opportunity and welcomes applications from all backgrounds and sections of the community.

The Role of Trustee

The role of the Trustee is to support the organisation in achieving its overall aims and objectives and ensure that the policy and practices of the organisation are robust, in keeping with its aims and as a minimum meet the legal and financial requirements of a charitable organisation.

While we appreciate that no single Board member can have all of these, we are particularly interested in applications from individuals with the following backgrounds, skills, knowledge and experience:

- Finance/Accountancy (Treasurer)
- Policy/Advisory
- Governance and Audit
- Legal
- Research
- Project Management

The Role of Treasurer

The Treasurer is a key role within our governance structure which aims to make a real difference to volunteers and volunteering in Scotland. You will contribute to the delivery of Volunteer Scotland's strategy as a member of our Board of Trustees and as Chair of the Finance, Audit and Risk Committee (FARC). As Treasurer, you will have oversight of the finance function, provide guidance on matters of finance and investments to the Trustees and work closely with other members of FARC and the Head of Corporate Services.

We are interested in applications from individuals who have a track record of financial management. You might be an accountant or experienced finance worker, with skills and knowledge developed through working or volunteering with another third sector organisation, or working in the public or private sector.

All applicants must also have or be prepared to gain an understanding of the legal duties, responsibilities and liabilities inherent in the role and be eligible to act as a Company Director and Charity Trustee. For more information, please go to:

<https://scvo.scot/running-your-organisation/%20governance/roles-responsibilities%20https://oscr.%20org.uk/managing-a-charity/trustee-duties/>

Role Profile - Trustee

Role Title: Trustee

Department	Grade	Date
Volunteer Scotland	Not Graded	August 2022

Background

Volunteer Scotland is Scotland's National Centre for Volunteering. We believe that volunteering should be an enjoyable, rewarding and fulfilling experience for the volunteer; that volunteers have the right to be safe and protected in delivering their volunteering roles; and that to derive health and well-being benefits from volunteering requires regular and meaningful contributions of time.

Volunteer Scotland plays a key strategic, policy and practice role and aims to achieve the highest levels of governance and diversity in its Board. We are committed to equality of opportunity and welcome applications from all backgrounds and sections of the community. The Board determines policy and direction and ensures that resources are used effectively to meet our strategic aims and objectives. The Board works to ensure we have the maximum positive impact. Please use this opportunity to have a voice in the governance of Volunteer Scotland.

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Role Purpose

The role of the Trustee is to support the organisation in achieving its overall aims and objectives and ensure that the policy and practices of the organisation are robust, in keeping with its aims and as a minimum meet the legal and financial requirements of a charitable organisation.

Building and maintaining a good working relationship with internal and external stakeholders, including but not limited to, Volunteer Scotland staff and volunteers. To represent Volunteer Scotland and as required by the Chair.

Organisational Structure

Reports to Chair of the Volunteer Scotland Board

Key Responsibilities

- To give firm strategic direction to the organisation; reviewing vision, aims, objectives, Work Plan activities, goals and targets and evaluating overall performance.
- With other Trustees, to ensure that the policy and practices of the organisation are in keeping with its aims.
- With other Trustees, to ensure that the organisation functions within the legal and financial requirements of a charitable organisation and strives to achieve best practice in all areas of operation.
- To ensure that all financial controls and systems of risk management are robust.
- To help assess market opportunities for Volunteer Scotland and advise accordingly.
- To monitor and review the quality and outcomes of the operational execution of corporate strategy by the senior executive team.
- To participate in strategic planning activities by bringing ideas/experience to the work of the Board of Directors.
- To give freely of their knowledge and experience of their own area of expertise as appropriate by contributing specific skills, interests and contacts, and supporting the organisation in resourcing activities.
- To attend Board meetings and reflect the Board's policies and concerns on all its committees, sub-committees and groups.
- To maintain good relations with senior executive staff and provide support as required.
- To take part in training and planning sessions as required.
- To promote, attend and support Volunteer Scotland events
- To represent Volunteer Scotland at external events

To fulfil other such duties and assignments as may be required from time to time by the Board.

Authorities and Limitations

As outlined fully in the Trustee Handbook.

Term of Office

Each Trustee is appointed for a 3 year term in the first instance. This appointment can be extended for a second term by the board, after which the Trustee must stand down.

Regular Commitments

- The Board of Trustees will meet at least 4 times (2 hour meetings in January, March, June, September) with an option for additional meetings if required.
- You'll attend the Annual General Meeting (a half-day in November).
- These meetings will be a combination of face-to-face meetings in Stirling and remote meetings, taking place during the working day. In addition to attending the meetings, preparation time will be required. This may involve preparing a report or paper and will involve reading the agenda and any papers circulated in advance. There may also be the opportunity to lead or be involved in other short-term working groups, focused on specific projects or pieces of work as well as opportunities to promote and represent Volunteer Scotland at external events.
- You may be asked to join one of our Trustee Group - Finance, Audit & Risk Committee or Governance Committee depending on your area of expertise and interest .
- You may be asked to join a short life working group to support the work of the above committees or any other short life working group as identified as needed to support the work of the Trustees and/ or the Senior Management Team.

Expenses

The position of Trustee is unpaid. All reasonable out-of-pocket expense incurred on Volunteer Scotland business will be reimbursed.

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Person Specification

Knowledge & Experience

- Experience of governance at either Board or executive level
- Risk management and strategic planning
- Experience of organisations working in the Third Sector and/or Volunteer Involving Organisations
- Corporate and political networking and relationship building
- A clear understanding of Volunteer Scotland, our mission and objectives
- Working/supporting with volunteers

Skills

- Ability to provide direction, leadership and a strategic vision in a way that inspires confidence and commitment from others
- Excellent communication skills
- Ability to negotiate, influence and convince through personal credibility
- An understanding and acceptance of the legal duties, responsibilities and to respect confidences
- Ability to work and join meetings remotely using a variety of technology
- Confidence to speak up and ensure your views are heard
- Capacity to be proactive in researching views, reviewing papers
- Ability to work effectively as part of a team
- Approachable, open-minded and receptive to change

Eligibility

Please see guidance on Trustee eligibility on [OSCR's website](#).

Support In Your Role

- You will be fully supported to undertake your role safely and effectively, including ongoing support and an annual review with the Chair of the Board. There are also annual Board effectiveness surveys to look at what could be done to improve the running of the Board and enable you to fulfil your role more efficiently. Staff-side, you will be supported by the CEO and Head of Corporate Services. As well as regular Board meetings, there are pre-Board briefing sessions on areas/pieces of work that benefit from broader context/information before decisions are made at Board level.
- You will be given a full induction, including meetings with the Chair, CEO and other members of Senior Management. There's also an ongoing training programme, informed by an annual Board survey on areas Trustees would like to look at in more depth.

Role Profile - Treasurer

Role Title: Treasurer

Department	Grade	Date
Volunteer Scotland	Non Executive and unremunerated	August 2022

Role Purpose

- The Treasurer is a key role within our governance structure which aims to make a real difference to volunteers and volunteering in Scotland. You will contribute to the delivery of Volunteer Scotland's strategy as a member of our Board of Trustees and as Chair of the Finance, Audit and Risk Committee (FARC).
- As Treasurer, you will have oversight of the finance function, provide guidance on matters of finance and investments to the Trustees and work closely with other members of FARC and the Head of Corporate Services.
- As a Trustee you will be an active member of the Volunteer Scotland Board, which focuses on the strategy and performance of the organisation, ensuring we continue to develop in response to member needs.

Organisational Structure

The Treasurer is an Officer of the Board and a Trustee.

Key Responsibilities

- Proactively contribute to meetings of the Board of Trustees (usually 4 meetings a year), and the Finance, Audit & Risk Committee (usually 4 per year plus occasional ad hoc meetings)
- The Treasurer chairs the Finance, Audit & Risk Committee.
- Preparing for Board and Committee meetings by reviewing papers and carrying out further research as requested
- Overseeing and presenting the results of budgets, management accounts and the annual financial statements to the Board of Trustees
- Leading in the Board's duty to ensure that proper accounting records are kept, financial resources are properly controlled, invested and economically spent, in line with good governance, legal and regulatory requirements
- Providing guidance on the development and implementation of financial reserves, cost-management and investment policies
- Liaising with members of staff responsible for the financial activities of the organisation
- Ensuring that the annual financial statements are complete and accurate, reflecting a true and fair picture of the charity's position in line with regulation and legislation

- In conjunction with the Head of Corporate Services, monitoring and advising on the financial viability of the organisation
- Overseeing and monitoring financial controls and adherence to systems
- Advising on the financial implications of the organisation's strategic plan
- To formally present the Annual Accounts at the Annual General Meeting and other formal events.
- Building and maintaining a good working relationship with internal and external stakeholders, including but not limited to, Volunteer Scotland staff and volunteers, financial advisers and auditors
- To represent Volunteer Scotland and as required by the Chair.

Additional Duties related to external audit

- Liaising with the external auditors on specific issues such as the auditors' management letter and the related board representations
- Ensuring statutory returns are made to any relevant regulators- OSCR/Companies House with the support of the Head of Corporate Services
- Attend external audit close out meeting with VS Chair, Vice Chair, CEO and Head of Corporate Services to ensure satisfaction on audit points before the external Auditor's report goes to the Board for sign-off.
- To discuss with the external auditors any problems or reservations arising from the draft external audit report and draft management letter, reporting relevant issues back to the Board, and advising the Board accordingly.
- To review and monitor the external auditor's independence and objectivity and the effectiveness of the audit process, taking into consideration relevant UK professional and regulatory requirements.
- To review any audit reports and to advise the Board of Directors accordingly of any major risk which VS may be exposed to.
- To examine reports on special investigations and to advise the Board of Directors accordingly.

Authorities and Limitations

As outlined fully in the Trustee Handbook.

Term of Office

The Treasurer is appointed for a 3 year term in the first instance. This appointment can be extended for a second term by the board, after which the Treasurer must stand down.

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Regular Commitments

- You'll meet with staff regularly, which can be done remotely.
- The Board of Trustees will meet at least 4 times (2 hour meetings in January, March, June, September) with an option for additional meetings if required.
- The Finance, Audit & Risk Committee will meet at least 4 times (2 hour meetings in January, March, June, September) with an option for additional meetings if required.
- You'll attend the Annual General Meeting (a half-day in November).
- These meetings will be a combination of face-to-face meetings in Stirling and remote meetings, taking place during the working day. In addition to attending the meetings, preparation time will be required. This may involve preparing a report or paper and will involve reading the agenda and any papers circulated in advance. There may also be the opportunity to lead or be involved in other short-term working groups, focused on specific projects or pieces of work as well as opportunities to promote and represent Volunteer Scotland at external events.

Expenses

The position of Treasurer, as with all other Trustees, is unpaid. All reasonable out-of-pocket expense incurred on Volunteer Scotland business will be reimbursed.

Person Specification

Knowledge & Experience

- A track record of financial management. You might be an accountant or experienced finance worker, with skills and knowledge developed through working or volunteering with another third sector organisation, or working in the public or private sector
- A clear understanding of Volunteer Scotland, our mission and objectives
- Preparing budgets and forecasting, management accounting and statutory financial reporting
- Reporting to board level, audit and knowledge of charity SORP (FRS 102)
- Setting and monitoring investment strategies and supervising the performance of any fiscal projects
- Working with volunteers
- Risk management and strategic planning

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Skills

- Qualification in Financial Management
- Exceptional communication skills particularly on reporting of financial matters and risks to Board.
- An understanding and acceptance of the legal duties, responsibilities and to respect confidences
- Ability to work and join meetings remotely using a variety of technology
- Confidence to speak up and ensure your views are heard
- Capacity to be proactive in researching views, reviewing papers
- Ability to work effectively as part of a team
- Approachable, open-minded and receptive to change

Eligibility

Please see guidance on Trustee eligibility on [OSCR's website](#).

Support In Your Role

- You will be fully supported to undertake your role safely and effectively, including an annual review with the Chair of the Board. There are also annual Board effectiveness surveys to look at what could be done to improve the running of the Board and enable you to fulfil your role more efficiently. Staff-side, you will be supported by the CEO and Head of Corporate Services, the latter of who will be your main point of contact. As well as regular Board meetings, there are pre-Board briefing sessions on areas/pieces of work that benefit from broader context/information before decisions are made at Board level.
- You will be given a full induction, including meetings with the Chair, CEO and other members of Senior Management. There's also an ongoing training programme, informed by an annual Board survey on areas Trustees would like to look at in more depth.

Additional information

Our Work

<https://www.volunteerscotland.net/about-us/our-work/our-work-activities-and-roles/>

Volunteer Scotland Annual Report 2021

https://www.volunteerscotland.net/media/1752011/volunteer_scotland_annual_report_2021.pdf

To apply

Please complete the Trustee Application Form and send to:
recruitment@volunteerscotland.org.uk

The closing date for this role is **9 am, Monday 3 October 2022**

If you wish to have an informal discussion about the opportunity, have any queries on any aspect of the appointment process, or need additional information please contact: Katrina.imrie@volunteerscotland.org.uk



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