**Community Connections Board of Trustees**

**Role Descriptions**

North Berwick Coastal Community Connections is a charity tackling social isolation in the North Berwick Coastal area. NBCCC has funding from the National Lottery Community Fund and the North Berwick Trust. We have five part-time members of staff working with over 40 volunteers and 100+ members.

Our services include the Scone Café weekly drop-in, Befriending, Buddy Walking, a monthly ‘Community Connections’ newsletter, Coffee Connections meet-ups and the Compassionate Community project on death, dying and bereavement.

We are currently recruiting for new Trustees to join the Board. Roles are negotiable according to the candidate’s background and interests. Trustees govern the charity. We aim to have a Board which covers the key areas in which we work, and we are now seeking to appoint additional Trustees who, ideally, have experience in any of the following areas:

• Small voluntary organisations

• Charitable Board trustee roles

• Safeguarding of vulnerable adults

That said, we also welcome applications from individuals with other relevant experience. Our Trustees have ultimate responsibility for the operation and development of the charity, including employability, compliance with legislation, fundraising, public relations and financial control.

This is an exciting time to join NBCCC as a Trustee as we launch new partnerships and explore new opportunities to help us respond to the ever-increasing demand for our support.

The principal responsibilities of a Trustee include attending and actively participating in regular Board meetings (usually held on a Tuesday evening, both virtually and face-to-face). Trustees bring their professional experience to help govern the charity and actively support the Project Manager. The time commitment required is a minimum of one day per month, including the Trustee meetings (of 1.5-2 hours per meeting). All Trustees are expected to share a passion and commitment to supporting socially isolated adults in the North Berwick Coastal area. Please note that this is voluntary, although reasonable expenses will be reimbursed.

If you think this opportunity sounds like you and want to help a unique local charity, please join us as a Trustee.

1. **Chair or Co-Chair, NBC Community Connections**

The role of Chairperson of NBC Community Connections plays a vital part in shaping, advocating for and overseeing the charity.

**Responsibilities**:

· The Chairperson/Co-Chairpersons will be expected to chair business meetings of NBC Community Connections and any special meetings agreed by the members.

· The Co-/Chairpersons will be full voting members of NBC Community Connections Board of Trustees.

· The Co-/Chairpersons will be invested with the authority to act on NBC Community Connections’ behalf if/when the views of the membership cannot be ascertained.

· The Co/Chairpersons will be appointed annually.

· As this is an evolving project, it is difficult at this stage to estimate the time commitment required; however, there will be a need to work with staff and NBC Community Connections members between meetings to set agenda and monitor progress.

The Co-Chairpersons will also be responsible for:

* preparing agendas for the meetings in consultation with the staff and other Board of Trustees members
* ensuring meetings are run efficiently, and discussion and decision-making is democratic and fully participative
* holding the casting vote in the event of a split decision
* ensuring that AGMs and EGMs are carried out
* Working within the aims set out in the Project Plan.

The Co-/Chair may also represent the organisation at external events and meetings, act as a cheque/financial transaction signatory, and take part in staff recruitment.

**Skills, Attitudes and Experience needed**: essential - experience of chairing meetings and the confidence to do so; commitment to and clear understanding of Community Connections’ work; ability to advocate for us to others. Desirable – experience of governance e.g. management committee/ trustee role; fundraising; small voluntary organisations.

**Benefits to volunteer:** The sense of playing a vital part, becoming part of something worthwhile and well-attested in its benefits to members’ wellbeing and integration in the community; building strong networks in the community - particularly vulnerable adults in the area; meeting new people committed to sharing their time and skills with one another.

**Time Commitments:** negotiable, though weekly calls or meetings are likely to be necessary during stages of staff and Trustee recruitment. Later on, full Board of Trustees meetings should normally be on 4-6 weekly basis.

**Support:** The main everyday point of contact will be the Project Manager and the other members of the Board of Trustees.

1. **Secretary, NBC Community Connections Board of Trustees**

The Secretary can be responsible for many specific tasks, some of which will be regular practical administrative duties of paid staff in larger organisations. These can include:

* convening meetings and booking rooms
* dealing with correspondence and being a cheque signatory
* preparing agendas for meetings (in consultation with the Co-/Chair)
* taking the minutes of meetings and ensuring back-up information is available where required.
* **Skills, Attitudes and Experience needed**: essential - experience of taking minutes and excellent written English; good organisational and word processing skills; commitment to and clear understanding of the NBC Community Connections project’s work. Desirable – experience of management committee/ trustee role; fundraising; small voluntary organisations.
* **Benefits to volunteer:** The sense of playing a vital part, becoming part of something worthwhile and well-attested in its benefits to members’ wellbeing and integration in the community; building strong networks in the community - particularly vulnerable adults in the area; meeting new people committed to sharing their time and skills with one another.
* **Time Commitments:** Negotiable, though weekly calls or meetings are likely to be necessary during stages of staff and Trustee recruitment. Later on, full Board of Trustees meetings should normally be on 4-6 weekly basis.
* **Support:** The main everyday point of contact will be the Project Manager and the other members of the Board of Trustees.

1. **Treasurer, NBC Community Connections**

**Responsibilities**: It’s important that all trustees collectively play their part in financial monitoring and decision making. The treasurer’s primary role is to assist and advise the board in overseeing the finances. The Project Worker will deal with much of the day-to-day financial business. Some of the tasks can include:

* controlling and accounting for the organisation’s finances
* issuing receipts for cash received, keeping records of cash paid out, and being a counter signatory to any major banking transaction
* overseeing bookkeeping
* presenting financial reports, raising issues and answering questions at regular meetings and the AGM
* liaising with auditors or financial examiners for the annual review of accounts
* ensuring statutory returns are made to any relevant regulators

**Skills, Attitudes and Experience needed**: essential - experience of carrying out these financial tasks in a similar context; commitment to and clear understanding of NBC Community Connections’ work; ability to advocate for us to others. Desirable – experience of governance e.g. management committee/ trustee role; fundraising; small voluntary organisations.

**Benefits to volunteer:** The sense of playing a vital part, becoming part of something worthwhile and well-attested in its benefits to members’ wellbeing and integration in the community; building strong networks in the community - particularly vulnerable adults in the area; meeting new people committed to sharing their time and skills with one another.

**Time Commitments:** Negotiable, though weekly calls or meetings are likely to be necessary during stages of staff and Trustee recruitment. Later on, full Board of Trustees meetings should normally be on 4-6 weekly basis.

**Support:** The main everyday point of contact will be the Project Manager and the other members of the Board of Trustees.

1. **Safeguarding Officer, NBC Community Connections Board of Trustees**

**Responsibilities:** ensuring safeguarding policy and procedure is

reviewed regularly; ensuring that safeguarding is on the agenda for each trustee meeting;

being a point of contact for the Safeguarding Lead (Project Manager) and to act as Safeguarding Lead in the absence of the Project Manager

**Skills, Attitudes and Experience Needed**:

As a trustee you will bring a range of different skills and knowledge to the role, depending on your own personal experience and fields of expertise. However, in order to carry out your responsibilities as a trustee at NBCCC, we are seeking individuals with some common qualities:

- Current or recent experience working in Safeguarding Adults as either an employee or volunteer

- Knowledge of the Protection of Vulnerable Groups (Scotland) Act 2007 (PVG Act), and other relevant legislation and advice

**Benefits to volunteer:** The sense of playing a vital part, becoming part of something worthwhile and well-attested in its benefits to members’ wellbeing and integration in the community; building strong networks in the community - particularly vulnerable adults in the area; meeting new people committed to sharing their time and skills with one another.

**Time Commitments:** Negotiable, though weekly calls or meetings are likely to be necessary during stages of staff and Trustee recruitment. Later on, full Board of Trustees meetings should normally be on 4-6 weekly basis.

**Support:** The main everyday point of contact will be the Project Manager and the other members of the Board of Trustees.

* 1. **Other potential roles:**

**Volunteer Mentors, Task Group Convenors, NBC Community Connections Advisory Group**

**NBCCC intends to revive a new form of Advisory Group and potentially Task Groups later in 2023, including the following. These would also be represented on the Board of Trustees. Please indicate if you have a specific interest in any of these:**

* **Volunteer Mentors –** (for volunteers experienced in a relevant context) helping our staff with supporting Volunteer Teams, taking an occasional mentoring role, contributing to the planning and delivery of our training and convene meetings
* **Gatherings/ Scone Café** – liaising with and occasionally assisting our Gatherings volunteers, sustaining our own activities and links to other community gatherings
* **One to One Work** - including One to One Befriending, Buddy Walks and Coffee Connections - supporting our One-to-One Services Coordinator, sustaining our work with individuals encouraging the move into gatherings, when appropriate
* **Communications -** including our social media and Newsletter - reaching out to members and the public, encouraging new referrals and volunteers, updating our events local database, supporting our Newsletter Editor and our Administration and Communications Assistant in their work.
* **Fundraising** - seeking new sources of support for the future, drafting funding applications with the help of the staff and other Trustees.

**APPLICATIONS**

**We’d love to hear from you. To express your interest, please email as below.**

**Application Questions for all roles**

1. Please supply your name, address, telephone, email address
2. Which of the Board of Trustees roles described interests you, and why? *If the Chair role, please indicate if you would be willing to be a Co-Chair, or sole Chairperson if need be.*
3. What relevant skills and/or experience can you bring to this role?
4. What kind of time commitment are you able to offer, and at what times of the week/month? (This does not commit you to a certain number of hours, but gives us a general picture of the applicants’ availability.)
5. Please give the names, emails and telephone numbers of two referees who have known you for a minimum of one year (no family members and preferably including one from a work context).
6. What else would you like to add?
7. Do you have any questions?

**Application:** Please apply by email, including answers to the questions above, to:

Lyndsey Gdulewicz, at [Admin@nbc-communityconnections.org](mailto:Admin@nbc-communityconnections.org)

by **Thursday 4th May, 4pm**, with an indication of **times you would be available for informal Zoom interview.**

We will then contact you to discuss your application. An informal interview might then take place by telephone or Zoom, and we will need to conduct a PVG check if you are not already volunteering with us.

**Questions:** Carol Stobie, Project Manager, can answer any initial queries and is the first point of contact up to the application deadline.

Tel. 07940 203380 or [nbc-communityconnections@outlook.com](mailto:nbc-communityconnections@outlook.com)

Thank you for your interest – we look forward to hearing from you!

# Guidance from Scottish Council for Voluntary Organisations

# Roles & responsibilities

Members of governing bodies go by a variety of names – ‘Trustees’, ‘Management or Executive Committee Members’ or ‘Directors’. The name depends on your legal status, governing document and custom and practice. If you’re registered as a company, you’ll have a ‘Board of Directors’. If you’re a charity, it will be ‘Trustees’. The title matters little. What’s more important is that the individuals involved are familiar with the duties and liabilities associated with their role.

## What should the governing body do?

Trustees are there to lead, control and supervise the organisation’s activities. It’s the part of the organisation with formal power and responsibility, which are detailed in the governing document, and backed up by law. If things go wrong, it’s the trustees that will be called to account. They need to be aware of this and act in the best interests of the organisation and its beneficiaries, following all requirements of law and regulation. This is sometimes referred to as the need for ‘due diligence’.

To enable the organisation to meet its aims, trustees should perform the following functions:

* Set and maintain the vision, mission and values of the organisation.
* Develop direction, strategy and planning.
* Ensure the organisation has the structure and resources for its work.
* Establish policies and procedures to govern organisational activity, including guidance for the board, volunteers and staff.
* Establish systems for reporting and monitoring.
* Manage risk and ensure compliance and accountability with the governing document, external regulators and the law.
* Make certain that the financial affairs of the organisation are conducted properly and are accurately reported.

## Who can join a governing body?

There are no specific legal restrictions to who can be a management committee member of an unincorporated voluntary association that doesn’t have charitable status. Any prohibitions kick in when an organisation either incorporates (becomes a company) and/or gets charitable status.

### Incorporation

Company directors have to be over the age of 16. You can’t be a company director if you’re an undischarged bankrupt or disqualified by a court from holding a directorship, unless given leave to act in respect of a particular company or companies.

### Charitable Status

You can’t be a charity trustee if you’re an undischarged bankrupt, or have an unspent conviction for dishonesty or an offence under the Charities and Trustee Investment (Scotland) Act 2005. Other disqualifications include being removed under either Scottish or English Law or the courts from being a charity trustee, or a person disqualified from being a company director. For more information see the OSCR ‘[Guidance for Charity Trustees’](https://www.oscr.org.uk/managing-a-charity/trustee-duties). In addition people who have committed a serious offence against children may be disqualified as trustees.

**Staff and volunteers**

The trustees have responsibility for the overall governance and direction of the organisation, and have a duty of care for volunteers and staff. If you have paid staff it’s important to be clear about separate roles and responsibilities, and legal liabilities. There should be policies and procedures on delegated decision-making and tasks. Some tasks should never be delegated to staff, eg: the recruitment, support, supervision and appraisal of your lead employee, final decisions on key staffing issues such as disciplinary and grievance procedures. Trustees have key legal obligations including:

* ensuring employees receive written terms of employment
* consulting with employees with regard to redundancies, mergers and health and safety
* ensuring employee liability insurance is in place.

The lines between governance and management are easily blurred, particularly for organisations without paid staff. But the broad difference is that governance is about strategy, and management is about operations.

| **Governance** | **Management** |
| --- | --- |
| Overview of organisation as a whole | Day to day operation of projects |
| Long-term direction | Short to medium-term implementation of plans |
| Processes and frameworks for effective working | Detailed planning and supervision |
| Accountable for actions and decisions | Responsible for delivery |

<https://scvo.org.uk/support/running-your-organisation/governance/roles-responsibilities>