



Welcoming Board Member: Role Description

Purpose of the Role

Board members are volunteers who lead The Welcoming Association and ensure that it acts in the best interests of the people who use its services. Board members are responsible for setting the organisation's strategic direction and making sure that the it fulfils its stated charitable purposes lawfully and effectively.

As trustees of the charity, Board members are legally responsible for governing the organisation, overseeing finances, managing risks and ensuring that resources are used solely for achieving The Welcoming's mission.

Time commitment:

- 4 Board meetings per year (2 hours each, plus related preparation / follow up)
- 1 annual strategy retreat
- 1 Annual General Meeting
- Optional involvement in areas aligned with your interests
- Optional participation in Welcoming events

What You'll Do

As a Board Member, you will:

- Shape direction – Set and safeguard our vision, mission, and values
- Guide strategy – Support planning and long-term impact
- Provide oversight – Share collective responsibility for governance and decision-making.
- Support leadership – Appoint and support the Welcoming's CEO (led by the Chair of the Board)
- Engage actively – Prepare for and contribute to Board discussions.
- Champion the organisation – Represent the Welcoming and protect its reputation.
- Ensure accountability – Oversee finances, compliance, and responsible use of resources.

The Welcoming Association, Unit 1, 20 Westfield Avenue, Edinburgh EH11 2TT

Tel: 0131 346 8577 Email: info@thewelcoming.org Website www.thewelcoming.org

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- Manage risk – identify risks, plan to mitigate these and oversee risk management activities
- Stay informed – Keep up with our work and the wider context affecting New Scots.

Personal Attributes

Our Board members are people who are:

- Committed to our values and vision
- Willing to contribute time and energy
- Guided by integrity and sound judgement
- Strategic thinkers with fresh perspectives
- Confident to ask questions and speak up
- Collaborative and able to work as part of a team

Skills and Knowledge, We Value (Across the Board)

- Strategic leadership and senior-level decision-making
- Charity governance and Board/Trustee experience
- Migration, asylum, and refugee issues
- Finance and financial oversight
- Business development and fundraising
- Public sector, voluntary sector, or statutory bodies
- Human Resources
- Communications and marketing
- Information Technology / digital systems
- Legal or parliamentary/policy work

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