



## TRUSTEE ROLE PROFILE – TRANSFORM FORTH VALLEY

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|----------------------|------------------------------|
| <b>TITLE</b>         | Trustee – Board of Directors |
| <b>CONTRACT TYPE</b> | Voluntary                    |
| <b>REPORTS TO</b>    | Chair of the Board           |

### ORGANISATION OVERVIEW

Transform Forth Valley is a well-known and respected service which has been operating in Forth Valley since 2007. We relaunched our services as Transform Forth Valley in March 2020 and extended and enhanced our remit to provide services to not only those affected by substance misuse, but also to individuals and families who experience societal, financial or health inequalities. We know that substance misuse is an issue that does not exist in isolation, as in addition, people often have experiences of deprivation and inequality in terms of their place in society, their mental health, their employment, housing status and family and financial situations. This means we take a more holistic approach to consider the whole person and build those firm foundations on which to achieve positive and lasting change for those we work with. We provide a range of practical supports, driven by the individual, to meet the outcomes that are important to them.

#### Vision Statement

A Scotland that is healthy, inclusive, and free from inequality, trauma, and addiction. Where everyone thrives, reaches their full potential, has a safe place to call home, and can lead long, happy, fulfilling lives.

#### Mission Statement

Transform Forth Valley is dedicated to empowering individuals and families to live a more fulfilled life. We work with partners to actively challenge inequalities and to achieve sustainable change.

#### Core Values

Compassion • Inclusion • Respect • Partnership

### ROLE PROFILE

The Transform Forth Valley Board of Directors regularly seek to recruit directors who have skills and knowledge that can contribute to the work of the charity. New directors are appointed by invitation from the Chairman and other board members.

To enable Transform Forth Valley to meet its aims, Directors will contribute towards:

- Setting and maintaining the vision, mission, and values
- Developing the strategic direction
- Ensuring the organisation has the structure and resources it needs for delivery
- Ensuring the organisation has policies and procedures to govern organisational activity, including guidance for the board, volunteers, and staff
- Ensuring the organisation has appropriate systems for reporting and monitoring in place



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- Managing risk and ensure compliance and accountability with the governing document, external regulators, and the law
- Ensuring the financial affairs of the organisation are well managed and reported on accurately

In addition to the statutory duties, each trustee should use any specific skills, knowledge or experience they have to support the Transform Forth Valley Board of Directors reach sound decisions. This involves:

- Scrutinising board papers
- Leading discussions
- Focusing on strategic priorities
- Providing guidance on new initiatives

### KEY TRUSTEE INFORMATION

#### OBJECTIVES AND ACTIVITIES

The objects for which the Company is established are the advancement of health and the relief of those in need by reason of age, ill-health, disability, financial hardship, or other disadvantage by providing a doorstep access community drugs service operating in the council areas of Stirling, Falkirk and Clackmannanshire and other council areas as may arise

The Company will conduct the following activities in implement of its Objects:

- Maintaining a network providing information, training, support, guidance, and intervention to disadvantaged persons, particularly those effected by substance abuse.
- Facilitate access into treatment and counselling services where appropriate.
- Provide information, guidance, and direct access for those living in the appropriate council areas.
- The provision of care and support services to appropriate client groups.
- Maintaining partnership and integrated working with all relevant agencies.

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

Transform Forth Valley was incorporated as a company limited by guarantee on the 16th of March 2020 as successor to Signpost Recovery, thus, from this date all assets of this organisation were transferred to the new company. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. Under these articles one third of the Board of Directors must retire every 4 years, however, they may offer themselves for re-election to the board.

#### Organisational Structure

The company has a Board of Directors of up to twelve members who meet regularly and are responsible for the charity's governance, strategic decision, and policy setting. Board members decide on the main direction of the organisation, the overall budget setting, the training, and



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development strategy and approve or otherwise any new developments brought to them by the members themselves, key stakeholders, commissioners, Transform Forth Valley employees and/or service users.

The organisation employs a Head of Operations who reports to the board on a regular basis and is responsible for the day to day running of the organisation, overall management of the different projects and the fiscal management of the delegated resources.

The Directors are responsible for the overall stewardship of Transform Forth Valley, and as such, they have regular contact, involvement, engagement, and communication with the Corporate Leadership Team. This allows for organisational oversight, routine analysis and where appropriate, informed participation in decision making. Individual Directors accept the thematic lead for certain aspects of organisational business on behalf of the Board and report back to the remainder accordingly. This ensures that the wider Board membership is fully appraised on the topic and/or theme in question. Moreover, the Board have a particular responsibility for monitoring the financial governance, operational spending, and the fiscal performance of the organisation.

### Risk Management

The Board of Directors have put in place the structures and mechanisms in order that they can undertake an ongoing programme of risk assessment, thus ensuring, that they are better able to identify, address and monitor the major risks to which the Charity is exposed to.

### Principles of the Charity Governance Code

The Board of Directors adheres to the following principles which ensure that the charity is headed by an effective board that provides strategic leadership in line with the charity's aims and values:

1. The board is clear about the charity's aims and ensures that these are being delivered effectively and sustainably.
2. The board acts with integrity, adopting values and creating a culture which helps achieve the organisation's charitable purposes. The board is aware of the importance of the public's confidence and trust in charities, and trustees undertake their duties accordingly.
3. The board makes sure that its decision-making processes are informed, rigorous and timely, and that effective delegation, control, management, and risk-assessment systems are set up and monitored.
4. The board works as an effective team, using the appropriate balance of skills, experience, backgrounds, and knowledge to make informed decisions.
5. The board's approach to diversity supports its effectiveness, leadership, and decision-making.
6. The board leads the organisation in being transparent and accountable. The charity is open in its work, unless there is a good reason for it not to be

### **MEETINGS**

Board meetings are normally held via Microsoft Teams every 6 weeks on Thursdays between 19:00-20:30



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### EXPENSES

The position is an unpaid voluntary role, although Transform Forth Valley will reimburse reasonable expenses recognised within the policy and procedures of the organisation.

### KEY SKILLS AND ATTRIBUTES

The key skills and attributes for a Transform Forth Valley Trustee include, but are not limited to, the below:

- Knowledge of Health and Social Care
- Commitment to the organisation
- Understanding and accepting the legal duties, responsibilities, and liabilities of trusteeship
- Excellent communication skills
- Strategic vision
- Good, independent judgement
- Ability to work effectively as a member of a team
- Be a strong and positive ambassador for the organisation
- Knowledge of the Forth Valley

### INDUCTION AND TRAINING

All new members undergo an induction process that will encompass two related areas:

1. That they are fully aware of the duties and responsibilities that they have been entrusted to in respect of ensuring the proper governance of the organisation.
2. That they are fully conversant with the work of the organisation, moreover, what its aims, objectives and principal activities are.

### PVG / DISCLOSURE INFORMATION

Transform Forth Valley complies fully with the Disclosure (Scotland) Act 2020 and the Disclosure Scotland Code of Practice, issued by Scottish Ministers, in connection with the use of information provided to registered persons and other recipients of information by Disclosure Scotland under Part V of the Police Act 1997, or the Protection of Vulnerable Groups (Scotland) Act 2007 for the purposes of assessing applicants' suitability for positions of trust.

Therefore, Transform Forth Valley has determined that this post is classed as a position of responsibility in an organisation which has as one of its main purposes the provision of benefits for or to children and protected adults and the candidate must have undertaken a **satisfactory PVG Scheme Record for children and protected adults** before being appointed.