

## Board Member Role Description

### Craigsfarm Community Hub

Please let us know if you require this document in another format or would like to arrange an informal conversation prior to applying.

#### Minimum commitment

 3 hours  17 monthly

#### Introduction

The responsibility of a member of the Board is to strategically direct the operations of Craigsfarm Community Development Project Ltd (CFCDP) through efficient, effective and accountable governance ensuring that the organisation is solvent, professionally-run and that it acts in accordance with its objects and purposes.

Board Members are therefore responsible and accountable for the overall strategic leadership and direction of CFCDP safeguarding the assets to include Craigsfarm, reputation and ethos of the organisation; and promoting its work. What will I be doing?

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The duties of Board Members are as follows:

- (1) To maintain the vision, mission and values of CFCDP as set out in the constitutional documents.
- (2) To support the management of a community controlled assets in the interests of the specified community ensuring that the needs of the community are upheld and realised through the delivery of services.
- (3) To develop and approve the strategic direction of the organisation and to manage facilities at Craigsfarm and deliver services aligned to the current business plan, in conjunction with Craigsfarm staff to include the Hub Manager.
- (4) To proactively participate in and take responsibility for Board decisions.
- (5) To contribute specific skills, knowledge and experience to support the delivery of the CFCDP mission to include membership of sub-committees, leading discussions or delivering specific projects with members of CFCDP staff.
- (6) To appoint the Community Hub Manager.
- (7) Ensuring that the organisation is structured and resourced in such a manner that it is possible deliver on its strategic vision and purpose.

- (8) Ensuring that appropriate policies and procedures are in place to govern organisational activities to include guidance for all staff, volunteers, those individuals and groups using Craigsfarm and Board members.
- (9) Maintaining sufficient and appropriate monitoring and reporting systems aligned to organisational activities in order to monitor organisational performance against agreed targets and outcomes.
- (10) Managing risk to ensure accountability and compliance with CFCDPs governing document and any external regulators as appropriate.
- (11) Ensuring that financial matters are conducted properly and are accurately reported.
- (12) Ensuring good governance to include compliance with appropriate legislation in respects of the Companies Act and guidance provided by the Office of the Scottish Charities Regulator (OSCR).
- (13) To develop an effective working relationships with other Board Members and CFCDP staff.
- (14) To act in the interests of CFCDP and to declare any potential conflict of interest as appropriate.

Please note that due to the provisions of the Data Protection Act that CFCDP may be obligated to share personal information in the following ways; (i) as a Company Limited by Guarantee, CFCDP must register Trustees as directors with Companies House (ii) Where appropriate when providing grant applications.

### **Further details**

Board Members will be required to attend one board meeting per month and have the capacity to engage with wider organisational activities. There is a more pressing need for wider involvement in organisational activities in the period to May 2018 whilst the organisation redevelops Craigsfarm into a vibrant, modern community hub, representing a unique opportunity for Board members to contribute to the future of community services in Craigsfarm.

Board Members will be asked to join a sub-committee which is appropriate to their experience and skills. These committees take place at least every two months; (please note that this list is not exhaustive and sub committees can be established when required to meet the needs of the business):

- Business Development
- Capital Development
- Events
- Finance
- Fundraising and Project Management
- HR & Administration

Would it suit you?

Board Members will come from a range of backgrounds and relevant experience to support the operation of Craigsfarm and we are particularly interested to engage with individuals who live or work in the Craigshill area.

We are looking for individuals will experience in any of following areas:

- Accountancy/Financial
- Business planning
- Charity management
- Community development
- Facilities Management
- Fundraising
- Human Resources
- Legal
- Marketing
- Negotiation skills
- Organisation skills
- People management



