



TRUSTEE/DIRECTOR - ROLE PROFILE

Members of the Board of Directors are both Trustees and Directors of the organisation, which is a Company Limited by Guarantee and Registered Scottish Charity.

The duties of a Member of the Board of Directors of Fife Voluntary Action are:

- To ensure that Fife Voluntary Action complies with the requirements of the law, predominantly the Companies Acts and Charity and Trustee Investment Scotland Act;
- To ensure that Fife Voluntary Action pursues its objects as defined in its Articles;
- To ensure Fife Voluntary Action applies its resources exclusively in pursuance of its objects;
- To ensure the organisation meets all of its contractual (including funding) obligations;
- To contribute actively to the Board of Directors' role in giving clear, strategic direction, setting and developing policy, defining goals and setting indicators and evaluating performance against agreed indicators;
- To safeguard the good name and values of Fife Voluntary Action and to promote the organisation and its work;
- To liaise with other third sector organisations, local authorities, UK or Scottish Government departments and agencies and other bodies on certain key strategic/policy/funding matters to further Fife Voluntary Action's objectives;
- To ensure the effective and efficient administration of Fife Voluntary Action;
- To ensure the financial stability of Fife Voluntary Action;
- To protect and manage the property of fife Voluntary Action and to ensure the proper investment of funds;
- To appoint (when necessary) and support the Chief Executive Officer and monitor his/her performance.

In addition to the above statutory duties, each Director should use any specific skills, knowledge or experience they may have to help the Board of Directors reach sound decisions. This would normally involve scrutinising board papers, leading discussions, focusing on key issues, providing information and guidance on new initiatives, or other issues in which the Director has specialist knowledge and/or expertise.

PERSON SPECIFICATION

It is expected that candidates will demonstrate:

- a commitment to Fife Voluntary Action and its objectives;
- a willingness to devote the necessary time commitment and effort;
- strategic vision;
- good, independent judgement;
- an ability to think creatively;
- a willingness to express a view and take decisions;
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship (and being a Company Director);
- an ability to work effectively as a member of a team;
- characteristics including selflessness, integrity, objectivity, accountability, openness, honesty and leadership.