

# CULBOKIE COMMUNITY TRUST



## ROLE PROFILE - DIRECTOR

### OVERVIEW

Directors play an important role in the Trust. The Board of Directors is a formal body of up to nine elected Trust members drawn together for the specific purpose of ensuring the organisation is properly run for the benefit of its members. Up to two Directors can also be co-opted from outwith the Trust membership. Directors may be young or old, working, retired or unemployed. For instance they may be a joiner, teacher, farmer, nurse, administrator, solicitor, stay at home parent or a volunteer play leader. In fact, the more mixed and diverse the Board of Directors, the more representative of the local community it is likely to be and the wider skills range it is likely to have. However, all Directors will be well informed about and take a healthy interest in community issues and activities and be keen to see the Trust make a real difference to the community.

Directors for this voluntary role are recruited through a due process as defined in the Trust's governing documents. Directors are normally expected to serve for up to three years but can also stand for a second term.

Within the Board of Directors, appointments will be made to key roles e.g. Chairperson, Secretary, Treasurer, Membership Secretary etc. This Role Profile doesn't outline what is involved in carrying out these roles but tries to give you an outline of what is expected generally if you choose to stand for appointment to the Board of Directors of the Culbokie Community Trust. This is by no means a definitive list.

### JOB DESCRIPTION

- Ensure the Trust complies with its governing documents and other relevant legislation
- Ensure the Trust pursues its objectives and uses its resources for these ends
- Contribute actively to the Board of Directors, giving firm direction, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- Safeguard the good name and values of the Trust
- Declare any conflict of interest while carrying out the duties of Director
- Be collectively responsible for the actions of the organisation
- Protect and manage the property of the organisation, ensuring the proper use of the Trust's funds
- Make sure the Trust is properly insured against all reasonable liabilities

- Appoint and support employees (The Trust doesn't currently have any employees but if this did happen in future, Directors would be responsible for this) and volunteers
- Use specific knowledge or experience to help the Trust reach sound decisions
- Attend meetings, and read papers in advance of meetings
- Attend subcommittee meetings if appropriate and participate in other tasks arising from time to time
- Promote the Trust and play a role in promotional activity e.g. distributing posters, forwarding emails, attending events.

## **PERSON SPECIFICATION**

- Integrity
- Commitment to the Trust and its objectives
- Understanding and acceptance of the legal duties, responsibilities and liabilities
- Willingness to devote the necessary time and effort to their duties
- Strategic vision and sound judgement
- Ability to work effectively as a member of a team

### **Additional information:**

- The precise number of Board meetings may change in future years. Currently the Board meets every 4-6 weeks.
- This is a voluntary role but all reasonable expenses will be met by the Trust. Such costs are expected to be kept to a minimum and agreed by the Board of Directors in advance.
- The Trust promotes openness and transparency in its work and makes brief information about Directors available on its website and through other promotional material.
- Directors serve up to three years on the Board so vacancies will arise on a rolling basis and will be promoted amongst members.
- Check out the Trust's website [www.culbokiect.org](http://www.culbokiect.org) or Facebook Page for more information.
- The Trust is a charity and Directors will therefore need to be eligible to be a charity director (some people may be disqualified from holding this position). For more information on this go to [www.oscr.org.uk](http://www.oscr.org.uk)
- To speak to someone in person about the role please contact Richard Fyfe, Chair of the Board of Directors on 877040.