

BOARD NOMINATION

— CVS FALKIRK & DISTRICT



ROLE DESCRIPTOR

BACKGROUND

CVS Falkirk & District is a Scottish Company Limited by Guarantee, incorporated on 6th December 1983 and is also a registered Scottish charity. The company operates under the trading names of CVS Falkirk and Volunteer Falkirk.

CVS Falkirk & District is recognised by Scottish Government and Falkirk Community Planning Partnership (CPP) as the third sector interface for the Falkirk area. We have a primary role in ensuring the continuation and development of a vibrant third sector (charities, social enterprises, community, and voluntary groups etc) in the Falkirk and District area - whom we have supported for nearly 40 years with funding, governance, capacity building and volunteering through the provision of information, guidance, and training. We have helped the sector to develop and grow through increasing regulation and in its collaborations with others.

OUR VISION

CVS Falkirk & District want to see resilient and empowered communities creating a strong, fair, and more equitable Falkirk, with a thriving third sector at its heart. We aim to achieve this by being:

- brokers and balancers of relationships between the third sector organisations and the communities they represent and public sector partners.
- catalysts and enablers of well managed community organisations and their activities.

We will focus our work on developing 6 Strategic Priorities:

1. Well-managed third sector organisations
2. A connected and engaged Falkirk and District region
3. Strong social and community leadership
4. A growing local social economy
5. Shared local decision making
6. CVS Falkirk & District is well governed and managed

In our role as a Third Sector Interface, we will:

1. Be a source of local intelligence
2. Enable community and third sector voices to be heard
3. Connect: leadership, vision, and coordination
4. Build capacity needs of the sector

We have four key areas of work:

- More people have increased opportunities to volunteer, and volunteer involving organisations are better able to recruit, manage and retain volunteers
- Social enterprise develops and grows
- Organisations are well governed and managed to enable them to deliver quality outcomes
- Organisations are better connected and able to influence and contribute to public policy

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BOARD OF DIRECTORS

The Board is made up of 10 positions, we currently have 7 Directors and are seeking to recruit 3 new Directors. Our Directors are appointed for up to three-years and can be re-appointed after this period by our membership. It is a requirement for anyone applying for our Director position to be either nominated by a current member organisation of CVS Falkirk & District or become an individual member themselves.

We wish to increase the diversity, knowledge, age and experience on our Board so hope to attract applications from a wide range of talented individuals. As an organisation who represents the third sector, our member organisations are key in directing our work. We welcome applications from our membership organisations regardless of experience or engagement with our organisation.

WHAT'S INVOLVED IN BEING A DIRECTOR?

As a Director of CVS Falkirk & District, you will play a key role in supporting and encouraging the development of the organisation through strategic direction and development while ensuring the business is managed well and is legally compliant. You will play a key role in helping the organisation contribute to and make a real difference to the third sector, communities and partners of Falkirk and District.

The Board of Directors are both jointly and individually responsible for the overall governance and strategic direction of the charity; its financial health, the integrity of its activities and developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

MEETINGS

Board meetings are held monthly in the evening - full Board meetings are held once every 2 months with short 1-hour interim meetings held in between if necessary. We operate with a hybrid approach to meetings - with the option to attend online via Zoom should a Director be unable to attend in person.

GENERAL TRUSTEE DUTIES

We are looking for people from a range of backgrounds, with different experience and skills, who can give commitment and time to help us develop our strategy and financial stability. To enable the organisation 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
- 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

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SKILLS AND ATTRIBUTES

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

- Scrutinising board papers
- Leading discussions
- Focusing on strategic priorities
- Providing guidance on new initiatives
- Particular skills may include:
- Knowledge of the Falkirk and District area
- 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

EXPENSES

The position is an unpaid voluntary role, although CVS Falkirk & District will reimburse reasonable expenses recognised within the policy and procedures of the organisation, for example travel expenses to an event or training session.

EQUAL OPPORTUNITIES

CVS Falkirk & District is committed to creating a diverse and inclusive environment. We welcome applications from all suitable candidates regardless of gender, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

INTERESTED IN APPLYING?

Please complete our [Application Form](#), [Equal Opportunities Monitoring Form](#) and [Self Declaration Form](#), and return these to us by email to: recruitment@cvsfalkirk.org.uk

The Equal Opportunities Monitoring Form and Self Declaration Form will be kept separately from your application form and will not be seen by any member of the selection panel. They will only be opened if you are offered and accept the role. This post is subject to satisfactory references.

TIMELINE FOR APPLICATIONS AND APPOINTMENT

- Applications should be submitted no later than 11:59pm on Friday 11 October 2024.
- Meetings with CEO, Chairperson and Current Director: October 2024
- Formal appointment at AGM: Tuesday 29 October 2024