



Role Description & Person Specification:

- **Trustee**
- **Treasurer**

Background

Borders Care Voice is a registered Scottish Charitable Incorporated Organisation (SCIO). It supports the development of local partnerships between users, carers, third sector organisations, Scottish Borders Council, NHS Borders and other relevant organisations to promote good practice in the planning and provision of health and social care services.

Our aims:

- a strong third health and social care sector in the Scottish Borders
- a strong voice for users and carers of health and social care services in the Scottish Borders
- health and social care services in the Scottish Borders are involved and informed in strategic direction
- a strong and effective Borders Care Voice.

About us:

- we are an independent, third sector organisation
- we are a membership organisation and our members include individuals and health and social care organisations
- we give service users and carers a voice
- we support organisations that work in health and social care
- we work in partnership with Scottish Borders Council, NHS Borders and others to try to improve services
- we provide free training for people who work or volunteer in the health and social care sector, and unpaid carers.

Trustee – Borders Care Voice

The role of a Trustee is to ensure that Borders Care Voice fulfils its duties through the Board and staff and achieves our key aims.

Remuneration	The role of Trustee is not paid, although travel expenses may be claimed.
Location	Galashiels
Time commitment:	Approx 6 Board meetings per year (daytime) plus some work in between meetings Communications between meetings is usually by e-mail

Role Description

To be a Trustee of an organisation is an exciting and fulfilling role. The most effective Boards are those that include individuals with a diverse range of backgrounds, experiences and skill sets.

The statutory duties of a trustee are to:

- ensure that the organisation complies with its governing document – its constitution
- ensure that the organisation pursues its objectives as defined in the constitution
- ensure that the organisation does not spend money on activities that are not included in its objectives
- contribute actively to the Board's role in giving strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance
- safeguard the good name and values of the organisation
- ensure the effective and efficient administration of the organisation
- ensure the financial stability of the organisation
- protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds
- appoint the Chief Officer and monitor her or his performance.

As well as the various statutory duties, Trustees should make full use of any specific skills, knowledge or experience to help the Board make good decisions.

Trustee - Borders Care Voice

Person specification

We are looking for people who have a strong empathy with our mission statement, and particularly skills, and expertise in Fundraising

Knowledge and experience:

- successful experience of operating within a board in a charitable, public sector or commercial organisation
- experience of building and sustaining relationships with stakeholders and colleagues to achieve organisational objectives
- Willingness to be available to staff for advice and enquiries on an ad hoc basis, by agreement.
- a track record of sound judgement and effective decision-making
- good, independent judgement and strategic vision
- understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.

Treasurer – Borders Care Voice

Remuneration	The role of Trustee is not paid, although travel expenses may be claimed.
Location	Galashiels
Time commitment:	Approximately 6 Board meetings per year (daytime) plus work in between meetings (allow 4 hours per week)
	Communications between meetings is usually by e-mail
Reporting to	Board of Trustees

Role description

The Treasurer will oversee the financial matters of the charity in line with good practice and in accordance with its constitution and legal requirements. She/he will report to the Board of Trustees at regular intervals about the charity's finances. The Treasurer will also ensure that effective and appropriate financial measures, controls and procedures are put in place.

Main responsibilities:

- overseeing, approving and presenting budgets, accounts, financial statements and financial reports to the Board of Trustees
- ensuring that the financial resources of the organisation meet its present and future needs
- be involved in developing and implementing financial, reserves and investment policies.

Main duties:

- liaising with the Chief Officer about financial matters
- ensuring that appropriate accounting procedures and controls are in place
- advising on the financial implications of the organisation's strategic plans
- liaising with the external organisation that processes salaries
- liaising with the independent examiner to ensure that the annual accounts comply with the Statement of Recommended Practice (SORP) for charities
- ensuring that equipment and assets are adequately maintained and insured
- keeping the Board informed about its financial duties and responsibilities
- Making a formal presentation of the accounts at the annual general meeting and drawing attention to important points in easily understandable way
- Complete the annual return to the Office of the Scottish Charity Regulator (OSCR).
- Complete Annual Corporation Tax Return (if required by HMRC)
- Monitoring the NEST Pension Scheme and re-enrolling staff as required

Person Specification

In addition to the qualities needed by all Trustees, the Treasurer should also have:

- financial experience and business planning skills
- some experience of organisation finance and fundraising, especially within a charity setting
- the skills to analyse proposals and examine their financial consequences
- be willing to make unpopular recommendations to the Board
- be willing to give financial advice and answer enquiries from staff or volunteers on an ad hoc basis.
- to help the Board to fulfil its duties.