

REACHOUT WITH ARTS IN MIND

JOB DESCRIPTION

**DIRECTOR**

**Grade: Volunteer**

**Hours: N/A**

**Location:** Reachout With Arts In Mind, Unit 27 & 28, Lime Tree House  
Alloa FK10 1EX

**Report to:** N/A

**Accountable To:** Board of Directors

**Main Duties and Responsibilities**

All charity trustees have a legal requirement and responsibility under the Charities and Trustee Investment (Scotland) Act 2005 to follow the general and specific duties detailed in the Act.

The general duties are –

- You must act in the interests of the charity
- You must ensure the organisation operates in a manner consistent with the charity's purpose
- You must act with care and diligence
- You must help manage any conflict of interest between the charity and any person or organisation who appoints charity trustees

The specific duties are –

- Charity details must be kept up to date on the Scottish Charity Register
- OSCR must be kept informed of all changes relating to the charity
- Financial records and reporting must be submitted each year
- Taking control of how the charity raises funds
- Information about the charity must be made public

In order to ensure the due diligence of the organisation, a director must be able to represent the vision and purpose of the organisation, while working with the rest of the Board in setting a standard of governance and financial control. A director plays an important role in determining the effectiveness of the Board, and the success of the organisation, in achieving its goals.

## **(1) General**

- To work with the Board and organisation in achieving its vision, mission and values
- To help develop direction, strategy and planning for the Board and staff
- To represent the organisation when required, and to communicate the vision and purpose of the organisation
- To work with the Board to ensure the organisation is run properly, responsibly and lawfully, following relevant legislation where necessary, and establishing policies and procedures where appropriate
- To work with the Board to ensure the charity is following the constitution and other governing documents, and that all directors and staff are aware of the legal requirements of the organisation
- Understanding any potential risks to the organisation, and helping to plan appropriate counter-measures. These might be risks to the organisation's assets, reputation, members or staff

## **(2) Management**

- To attend the quarterly BoD meetings and annual AGM meeting
- To help provide appropriate support for the staff
- To help ensure the provision of a duty of care to staff and volunteers
- To help facilitate, oversee, conduct or delegate change where necessary, while ensuring an adequate level of governance and financial control over the organisation
- To keep abreast of new legislation that may be relevant to the organisation
- To help ensure appropriate levels of clear and transparent communication, both internally and externally
- To work with the Board and staff to ensure all obligations to regulators are met eg. OSCR, Companies House, HMRC

## **Qualities**

- A willingness to work with the Board to direct and manage the organisation
- An ability to make and take decisions in a timely manner where required
- An ability to delegate where necessary
- Display tact, diplomacy and powers of persuasion
- Good communication and interpersonal skills
- Integrity and confidentiality
- Good team player

**Other Advantageous Qualities**

- A knowledge of the third sector and its legal requirements
- An understanding of mental ill health and disability and the impact it can have on individuals and community

**PLEASE NOTE:**

The above list of duties and responsibilities is not exhaustive and a range of additional tasks may be required on an ad hoc basis.