

REACHOUT WITH ARTS IN MIND

JOB DESCRIPTION

**MEMBER REPRESENTATIVE**

**Grade: Member**

**Hours: N/A**

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

**Report to:** N/A

**Accountable To:** Code of Conduct and Reachout Membership

**Main Duties and Responsibilities**

To ensure the due diligence of the organisation, the role of Member Representative is a strategic one, where the Member Representative ensures the membership voice is heard, acts as a conduit between the member community and the staff and Board, and provides feedback to the Board from Members' Meetings in order to help shape the organisation. There is also the potential for training and personal development for the Member Representative.

The Member Representative is also responsible for the following.

- Chairing the Members' Meetings and other events
- Provide feedback to the staff and/or Board at the quarterly Board meetings to reflect the voice of the Reachout membership
- Show a willingness to understand the roles of the member, staff and Board of Directors
- Have a good understanding of local and national news and developments in relation to user led services
- Represent the Reachout members at local service user network meetings and events, and provide feedback to members

**Qualities**

- An understanding and knowledge of Reachout with Arts in Mind, its operations and its ethos

- An ability to actively listen to all members and to represent their views to the staff and/or Board on an impartial basis
- An ability to feedback relevant information from the staff and/or Board to other members, accurately and impartially
- Display tact, diplomacy and powers of persuasion
- Good communication and interpersonal skills
- Integrity and confidentiality are essential
- 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. Participation in induction and training sessions may be required from time to time and attendance at local partnership events may also be requested. The member representative will be a member of Reachout, and in some cases, may also be a board director.