

Families First Board of Trustees Application Pack**1. Families First Trustee Role Profile****1.1** The duties of a Families First trustee are:

- To ensure that Families First complies with the requirements of the law in relation to Companies House, and in particular the Office of Scottish Charity Regulator (OSCR) regulations.
- To ensure Families First applies its resources exclusively in pursuance of its objects.
- To contribute actively to the Families First Trustee role in giving firm strategic direction to Families First, setting and developing policy and procedure, defining goals and setting indicators and evaluating performance against agreed indicators.
- To safeguard the good name and values of Families First.
- To liaise with other charitable sector agencies, local authorities, UK or Scottish Government departments and agencies and other organisations to further Families First's objectives.
- To ensure the effective and efficient administration of Families First.
- To ensure the financial stability and compliance of Families First.
- To protect and manage the property (both physical and intellectual) of Families First and to ensure the proper investment of funds.
- To appoint (if necessary) and support a Chairperson and monitor their performance.

1.2 In addition to the above statutory duties all trustees should use their skills, expertise and experience to help the Board reach sound decisions.

1.3 This may involve scrutinising committee papers, leading discussions, focusing on key issues, providing information and guidance on new initiatives, or other issues in which the trustee with expertise has special knowledge.

1.4 Person specification, it is expected that candidates will demonstrate:

- A commitment to Families First and its objectives.
- A willingness to devote the necessary time and effort to strategic vision.
- Good, independent judgement.
- An ability to think creatively.
- A willingness to express a view and take decisions.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of being a charity trustee.
- An ability to work effectively as a member of a team.
- Characteristics such as selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- An ability to put others needs before their own self-interest and promotion.

1.5 Additional skills and experience

There are a wide range of skills, expertise and experience which are useful to support Families First as an organisation and the board to carry out their duties. The following list is not an exhaustive list but gives an indication of what skills are required:

Volunteer Development/Management	Financial Management	Communications
Human Resources	Policy & Procedure	Leadership & Management
Charity Law/Third Sector Policy	Fundraising	Equalities
Business Development	Health & Safety/Risk Management	Strategic Planning
Children's Services	Social Work	Promotion and Marketing

Requirements will vary so colour coding is used to identify areas in which the board requires strengthening.

Green – Low priority **Amber** – Medium priority **Red** – High Priority