

**Families First (FF) Board of Trustees Recruitment Pack****1. Families First St Andrews Trustee Role Description****1.1 The duties of a FF Trustee are:**

- To ensure that FF complies with the requirements of the law in relation to Companies House, and in particular the Office of the Scottish Charity Regulator (OSCR) regulations.
- To ensure FF applies its resources exclusively in pursuance of its objects as outlined in the Memorandum and Articles.
- To contribute actively to the FF Trustee role in giving strategic direction to FF, overseeing the setting and development of policy and procedure, defining goals and setting indicators and evaluating performance against agreed indicators.
- To safeguard the good name and values of FF.
- To ensure the effective and efficient administration of FF.
- To ensure the financial stability and compliance of FF.
- To protect and manage the property (both physical and intellectual) of FF and to ensure the proper investment of funds.
- To appoint and support a Chairperson.
- To appoint and support a Treasurer.
- To keep all information provided in relation to FF confidential.
- To ensure that any conflicts of interest are declared on appointment and at any other time they might occur

**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 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 FF 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 make 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 FF 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 | Lived Experience                | Communications                      |
|----------------------------------|---------------------------------|-------------------------------------|
| Human Resources                  | Policy & Procedure              | Leadership & Management             |
| Charity Law/Third Sector Policy  | Fundraising                     | Equalities, Diversity and Inclusion |
| Business Development             | Health & Safety/Risk Management | Strategic Planning                  |
| Children's Services              | Social Work                     | Promotion and Marketing             |
| Digital and IT                   | Sustainability                  | Financial Management                |

### 1.6 Notice period

You will normally be required to give 3 months' notice to the Board of Directors should you wish to leave outside your term of office.