

## **Voluntary Director**

**Time:** Minimum of 1/2 day per month

Appointments are for 3 years from the date of the next Directors meeting, when Directorships are formally confirmed. Then Directors are eligible for re-election.

### **Benefits of working as a voluntary Director**

- Helping an educational charity with a focus on young people working on and learning about sustainable development projects and becoming more employable.
- Challenging voluntary work in a well-managed organisation.
- Contact with other staff, volunteers and Directors as a part of a team.

### **Role**

To work with other Directors to form an effective managing group of the charity.

### **Responsibilities**

- to ensure that the charity complies with its deeds, charity law, and any other relevant legislation and regulations.
- to ensure that the charity pursues its charitable objects as defined in its deeds.
- to ensure the charity applies its resources exclusively in pursuance of its objects ie. the charity must not spend money on activities which are not included in its own objects.
- to contribute actively to the Board of Director's role in giving firm strategic direction to the organisation, setting overall policy, defining strategic objectives, setting targets and evaluating performance against agreed targets.
- to safeguard the good name and values of the charity.
- to ensure the effective and efficient administration of the charity.
- to ensure the financial stability of the charity.
- to protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
- to appoint an executive officer and monitor his or her performance.

- to use specific knowledge or experience of each Director to help the Board of Director reach sound decisions. This will involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the Board on new initiatives, or other issues relevant to the area of the charity's work.
- to have a specialist responsibility for a Strategic Objective and/or a project and/or other aspect of Directorship on behalf of the Board of Directors. Each Director will be expected to review, report and recommend on this to the other Directors.

Any further volunteering beyond these Director responsibilities would need to be discussed with the Executive Director in order to prepare a Volunteering Description.

### **Activities**

- Prepare for and follow up meetings. This will involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance
- Attend four quarterly formal meetings per year, and the Annual General Meeting
- Attend four quarterly Working Group meetings/telephone conferences - Development, Finance and General Purposes or Human Resources.
- Represent StudentForce at meetings with suppliers, potential partners or funders.
- Give specialist advice to Directors, staff on the phone or by email.
- Facilitate workshops/meetings for staff, Directors and others on areas of particular interest and expertise

### **Requirements of a Director**

Each Director must have:

- a commitment to the charity and its vision
- a willingness and ability to devote the necessary time and effort - about four Board meetings per year, together with other individual responsibilities. The deeds confirm a minimum of two Board meetings per year.
- an ability to work effectively as a member of a team.
- an understanding, and acceptance of the legal duties, responsibilities and liabilities of Directorship.
- integrity about the charity's management and plans.
- an ability to think strategically and creatively.
- willingness to speak their mind with good, independent judgement.
- a commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- appropriate skills and experience required by Board of Directors – one or more:
  - Financial management, esp. as Chartered Accountant

- Marketing, selling and advertising, esp. to young people, local authorities, businesses and community organisations
- Fund-raising, esp. to business, Trusts and government
- Strategic and business planning
- Human resources, esp. personnel and employment legislation
- Education, training and employment
- Environmental protection and sustainable development
- Professional or voluntary work with young people, esp. students and recent graduates.

## **Rights**

- Thorough induction to StudentForce and the responsibilities and work of Directors.
- Meeting all staff in the StudentForce office.
- Coverage under Trustee Liability Insurance.
- Coverage of staff under the Professional Indemnity Insurance.
- Expenses for travel to StudentForce, and for work-related travel from the office, and printing in the home.

## **Outputs**

- Strategic Plan for 2005/08.
- Achieving the IIP Model for Leadership and Management by the end of 2004/05.
- Completing a review of the Good Governance Action Plan, presenting a Governance policy, supporting appropriate training for Directors by the end of 2004/05.