



In Control Scotland Trustee Recruitment 2022

Welcome from Andrew



**Andrew Magowan,
Chairperson**

On behalf of everyone from In Control Scotland I would like to extend a warm welcome and thank you for your interest in our work.

In this information pack you will find out about In Control Scotland, our aspirations, and how you as a trustee on our Board of Directors could help us realise these.

Our Board is comprised of people from a wide variety of professional and life experiences, and we encourage everyone interested to apply. Being a trustee is an incredible opportunity to make a real difference to people's lives, by sharing your own wisdom and experiences to help inform lasting positive change for people with support needs across Scotland.

As part of our monthly Webinar Wednesday series, one of our trustees, Ashleigh, spoke about her experience of being on a board. During the webinar Ashleigh said:

"When I joined the board I had a really good induction, and everyone was so nice. It is really rewarding to seeing people's lives being changed and you being part of that."

I hope you enjoy reading more about In Control Scotland and look forward to reading your application.



**Ashleigh Milroy,
Trustee**

To watch the Trustees Week webinar featuring Ashleigh visit
<https://youtu.be/O3caGOZlcU0>

About In Control Scotland

In Control Scotland believes that everyone should be in control to live the life they choose. Sometimes however, people with support needs face barriers to this. We seek to overcome these barriers by advocating for and supporting the realisation of a system of self-directed support that is modern, equitable and respects the rights of the individual. One that empowers individuals and families to take control, make choices and direct their support in a way that works for them.

Coming into being in 2006, and subsequently becoming a charity in 2009, In Control Scotland played an influential role in the discussions that would lead to the creation of the national strategy for self-directed support in 2010 and the subsequent legislation in 2013.

Since then, we have proactively worked with people who need support and their families as well as Scottish Government, public and third sector organisations and care providers to co-produce and harness good practice with innovative ways of working. And where we see poor practice, we seek to constructively challenge it.

Simply, In Control Scotland seeks to unlock the full potential of self-directed support so that people can fulfil their aspirations for the role they want to play in society.

To find out more about our work visit:

in-controlscotland.org



The Opportunity

Join us as a member of the In Control Scotland voluntary Board of Directors to help unlock the full potential of self-directed support so that people with support needs can lead the life they want.

In Control Scotland is recruiting new Board members to guide and support the continued strategic and operational development of the organisation. We are seeking individuals with specific skills and experience in fields such as **advocacy, disability and incapacity law, public relations (including campaigning) and financial planning and management.**

You will provide essential leadership, guidance and governance from your own professional and/or personal experiences. And while experience of working on the board(s) or committee(s) of third, public or private sector organisations would be valuable, it is not essential. What's more important, is that you bring a **passion to make a difference and to help drive positive change** for the individuals and families we support.

A Board Member job description is attached, including details of key duties and timing commitments. The latter are not onerous, and we have over the past months increasingly been using on-line communication vehicles to undertake Board business.

To find out more about this opportunity to join us, please contact our Chair Andrew Magowan to arrange an informal chat by emailing andrewm@inspiringscotland.org.uk



The Role

Governance & the Board

Board Members are Directors and Trustees of In Control Scotland, a company limited by guarantee and a charity. Board Members are responsible for the overall governance of In Control Scotland and ensuring that it operates in a manner which enables it to fulfil the objects set out in the Memorandum and Articles of Association, namely:

- to provide support to people who, by reason of disability, age, ill health or some similar cause have need of additional support;
- to enable people who need additional support to lead an ordinary life; and
- to advance the education of the public in relation to the needs of people who need additional support.

The Board delegates to the Director the implementation of its decisions, plans and budgets.

Key duties

Items in *italics* are statutory responsibilities

1. *Ensure the organisation pursues its charitable aims as set out in its Memorandum and Articles of Association.*
2. *Ensure the organisation complies with its governing document and operates within company law, charity law and any other relevant legislation or regulations.*
3. *Seek advice on matters when required, act in good faith and use care, diligence and prudence when working on Board affairs.*
4. *Identify and manage any conflict of interest between the organisation and any person or organisation that appoints trustees.*
5. *Ensure the organisation applies its resources exclusively in pursuance of its charitable objects for the benefit of the public.*

Key duties continued...

6. *Ensure the organisation has clarity of purpose including a clear vision and mission.*
7. *Establish the strategic direction of the organisation and oversee its delivery and implementation, including monitoring of its performance against objectives.*
8. *Ensure the financial stability of the organisation through the approval of realistic, accurate and prudent annual income and expenditure budgets and the monitoring there of.*
9. *Protect and manage the property of the organisation and ensure the proper investment of its funds.*
10. *Ensure the effective and efficient administration of the organisation, including having appropriate policies and procedures in place.*
11. *Establish proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the Director.*
12. *Act as an ambassador for the organisation, safeguarding its values and good name.*
13. Establish proper and formal arrangements for the identification, recruitment and induction of new Board Members.
14. Ensure key partnerships are maintained and each partnership continues to be effective.
15. Identify and broker relationships with new strategic partners.
16. Use any special knowledge or experience you have to help the Board reach sound decisions. This may involve studying Board papers, leading discussions, taking a special interest in key issues, and providing advice and guidance on new initiatives or other areas of the organisation's work in which you have special expertise.
17. Contribute to the Annual Board Performance Review.

Person specification

- A commitment to the values, principles and aims of the organisation.
- A willingness and ability to ensure regular preparation for and attendance at Board meetings.
- Strategic vision.
- Good, independent judgement.
- An ability to think creatively.
- A willingness to speak their mind and contribute to Board and other organisational meetings.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- An ability to work effectively and co-operatively as a member of a team.
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Board members bring a range of skills and experience. We value and seek to recruit Board members who have either personal and lived experience of support or some organisational experience in a management role in the private, public or voluntary sectors.

Experience of working on the board(s) or committee(s) of charitable, voluntary or partnership organisations(s) would be valuable. They must have an interest in the work of In Control Scotland and an affinity for the people we support, but specialist knowledge, whilst desirable, is not essential.



Time requirements

Board meetings

The Board normally meets 4-6 times per annum including an AGM which is usually held in October/November. Meetings normally last 2.5 hours and are arranged in advance to facilitate maximum attendance by Board Members. In addition to main Board meetings, the Board may be required to meet at additional times to address issues and opportunities as they arise. Annually the Board also holds a strategy away day.

Events

Periodically, there are launches, training and other similar events in a year, to which Board Members are invited. There is no obligation to attend but it often provides a valuable insight into In Control Scotland's work. Events may be held during evenings or at weekends.

Advocacy and networking

Board Members are expected to assist the Board and the Director in advancing the objectives of In Control Scotland by meeting and communicating with potential supporters where no conflict of interest is involved.

Contact with staff and associates

Board Members are encouraged to get to know the staff and associates and their work. Their role is to support and motivate staff and associates and provide advice and guidance.

Induction and governance training

All Board Members undergo an induction programme upon joining the In Control Scotland Board. The Director will also provide support during induction and new Board Members will be buddied with established Members to aid their understanding of the organisation and the operation of the Board. Ongoing governance training is provided from time to time and Board Members are strongly encouraged to participate.

How to Apply

Informal discussion

If you would like an informal discussion with our Chairperson before applying, please email Andrew Magowan andrewm@inspiringscotland.org.uk and we will arrange this.

Application process

To apply, please send a CV along with a short covering letter that tells us why you are interested in joining the Board and how you think your skills and experience would be a good fit.

Please send applications to info@in-controlscotland.org.uk

Timeline

Please send your application by 12pm on Wednesday 12th October 2022. Following this, we will be speaking to shortlisted candidates on Friday 21st October 2022, either online or in person at our Glasgow office.

We look forward to hearing from you!

