



Join Beith Trust

MEMBER DIRECTORS

DESCRIPTION OF THE ROLE AND PERSON SPECIFICATION

WHO ARE CHARITY TRUSTEES

The Charities Act 1993 defines charity trustees as those responsible under the charity's governing document for controlling the administration and management of the charity.

This is the case regardless of the terminology used to describe the role.

For Beith Trust, the charity trustees are known as the Board of Directors.

Beith Trust Board of Directors comprises:

- ♦ The Chairperson
- ♦ The Treasurer
- ♦ Up to 5 elected member directors
- ♦ Up to 4 appointed directors

The Board of Directors appoints a vice chair from among the Directors

THE ROLE OF THE BOARD OF DIRECTORS

At its simplest, the role of the Board of Directors is to receive assets from donors, safeguard them and apply them to the charitable purposes of Beith Trust. The Board of Directors must always act in the best interests of Beith Trust, exercising the same standard of duty of care that a prudent person would apply if looking after the affairs of someone for whom they have a responsibility.

The Board of Directors must act as a group and not as individuals

DUTIES OF A BOARD DIRECTOR



The duties of a Board Director of Beith Trust are to;

- ◆ Ensure that Beith Trust complies with its governing document (its Articles of Association), charity law, company law and any other relevant legislation or regulations
- ◆ Ensure that Beith Trust pursues its objects as defined in its governing document
- ◆ Ensure Beith Trust applies its resources exclusively in pursuance of its objects. For example, it must not spend money on activities which are not included in the objects, however worthwhile they may be
- ◆ Contribute actively to the Board of Directors by giving firm strategic direction to Beith Trust, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets
- ◆ Safeguard the reputation and values of Beith Trust
- ◆ Ensure the financial stability of Beith Trust

In addition to the above statutory duties, each Director should use any specific skills, knowledge or experience they have to help the board of directors reach sound decisions.

This may involve leading discussions, identifying key issues, providing advice and guidance on new initiatives, and evaluating or offering advice on other areas in which the trustee has particular expertise.

MINIMUM TIME COMMITMENT

Directors are expected to attend an induction session at Beith Trust prior to their first board meeting. Directors are expected to attend all board meetings. Board meetings are held a minimum of four times a year outside of normal office hours at Geilsland Estate or online via Zoom

- ◆ Board meeting Papers are distributed in advance of meetings.
- ◆ Directors may be asked to join sub-committees, each of which meet every 2 months, outside of office hours at Geilsland Estate or online via Zoom
- ◆ Directors are invited to the annual general meeting (AGM) of Beith Trust which takes place during the day in December.
- ◆ Directors can claim out of pocket expenses incurred in travelling to meetings.



PERSON SPECIFICATION

- ◆ Each Director must have:
- ◆ A commitment to the vision and values of Beith Trust
- ◆ A willingness to meet the minimum time requirement
- ◆ Integrity
- ◆ Strategic vision
- ◆ Good, independent judgement
- ◆ An ability to think creatively
- ◆ A willingness to speak their mind
- ◆ An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- ◆ An ability to work effectively as a member of a team and to take decisions for the good of Beith Trust

The Board of Directors collectively needs skills and experience in the following areas:

- ◆ Financial management, income generation and enterprise
- ◆ Community Empowerment and participation
- ◆ Asset Based community learning and development
- ◆ Digital technologies
- ◆ Trading subsidiaries and social enterprise
- ◆ Human resource management
- ◆ Volunteering management
- ◆ Membership management
- ◆ Grant and Trust Funding/foundations
- ◆ Collaborative partnerships
- ◆ Social investment and impact

Only full members of Beith Trust are eligible for election to the Board of Directors, in addition, they must also be nominated by a full member.

[To apply for membership](#)

[To nominate a member to the Board of Directors](#)



Beith Community Development Trust
Meadowside Pavillions, Meadowside Rd, Beith, Ayrshire, KA15 1BY
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General responsibilities of the Board of Directors

- To ensure that the organisation is meeting its objects or purposes and working within its powers as stated in the Mem & Arts of the company.
- To ensure that the organisation complies with legal obligations under charity law and company law.
- To ensure the financial viability of the organisation, through ensuring funding is acquired and managed to best effect.
- To provide accountability to funders, through keeping accounts as required by law and good practice.
- To ensure insurances are taken out, reviewed and maintained, to meet the legal requirements and prudent risk assessment.
- To ensure generally that all legal obligations are met, and that legally binding undertakings are entered into carefully and correctly.
- To engage, support, manage and occasionally dismiss staff, within the framework of employment legislation (including Health and Safety and Equal Opportunities).
- To ensure that property and other resources owned or leased by the organisation are properly maintained and managed, and in accordance with any relevant legal requirements, such as Health and Safety.
- To ensure that the organisation develops effectively in accordance with its own constitution and prevailing conditions.
- To maintain effective working practices as a board, and between the board and staff.



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Responsibilities of Individual Directors

- To support the basic aims of the organisation – and work within them and towards them.
- To share overall responsibility for the effective and legal running of the organisation.
- To maintain confidentiality.
- To be realistic about the amount of work you can take on.
- To regularly attend meetings – arrive punctually with agenda and the relevant papers.
- To contribute to discussions in a relevant and constructive way.
- To be well-briefed and well-informed about the various items on the agenda to be discussed. Prepared to take the lead occasionally on particular items on an agenda.
- To be supportive of the other members of the board, in particular the chairman.
- To listen to all discussions during meeting and be attentive to all items on the agenda. Listen to the views of others.
- To attend a specified proportion of training/development sessions, making particular effort to do so when key issues and skills are being tackled.



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General Responsibilities of the Office Bearers

Chairperson

- Ensuring the effective operation of the Board, including chairing meetings.
- Ensuring discussion and decision-making is democratic.
- Being the spokesperson of the organization.
- Liaising with the secretary re board meetings.
- Ensuring staff support, usually through supervision of senior worker, and as final point in disciplinary/grievance matters.

Treasurer

The treasurer has responsibility for:

- The overall safety of the organization's assets.
- Ensuring there are systems for recording, monitoring and the correct reporting of all financial transactions.
- Ensuring that the charitable purpose of the organization is reflected in all expenditure.
- Providing each director with the understandable and accurate financial information.

The Treasurer acts as a guide to other directors in these matters but overall financial responsibility lies with the whole board. All directors share a responsibility to as for clarification if for any reason they feel unsure or unable to judge whether financial matters are being managed properly.

Secretary

The Secretary is responsible for the administrative tasks involved in the operation of the organization including:

- Contact point for correspondence.
- Convening meetings, preparing agenda, writing and circulating minutes.
- Arranging for annual general meeting.
- For incorporated organizations, the Company Secretary has additional legal duties.