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 Company Limited by Guarantee: registered No. 220447 Recognised Scottish Charity No: SC 025687

12 September 2024

Dear Applicant

Thank you for considering volunteering as Board member with Angus Independent Advocacy (AIA).

AIA strive to provide accessible, independent advocacy within Angus for individuals who face barriers to having their voice heard and safeguarding their rights. The underpinning principles for Independent Advocacy are:

* Independent advocacy is loyal to the people it supports and stands by their views and wishes.
* Independent advocacy ensures peoples’ voices are listened to and their views taken into account.
* Independent advocacy stands up to injustice, discrimination and disempowerment

AIA looks forward to hearing from you if are committed to working alongside us to ensure that individuals are able to have their voices heard here in Angus.

Kind regards,

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Chief Executive Officer

69 High Street, Arbroath, Angus DD11 1AN Tel: 01241 434413

Email: [enquiries@angusindadvocacy.org](mailto:enquiries@angusindadvocacy.org) [www.angusindadvocacy.org](http://www.angusindadvocacy.org)

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**Chair (Voluntary)** **Role Description**

## **Accountable to:** Board of Directors

**Role Purpose:** To take a lead role in furthering the work of Angus Independent Advocacy in line with its charitable objectives.

# **Main Duties and Responsibilities:**

1. To ensure that AIA complies with its governing document, charity law, company law and any other relevant legislation or regulations.
2. To ensure AIA applies its resources exclusively in pursuance of its objects (the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are).
3. To contribute actively to the Board of Director’s role in giving firm strategic direction to AIA, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
4. To be responsible for and actively participate in collective decision making with other Members of the Board
5. To develop a constructive and effective working relationship with other members of the Board. This will include supporting the CEO in their leadership of Angus Independent Advocacy.
6. To contribute any specific skills, knowledge and experience to assist the Board in reaching sound decisions. This could involve scrutinising reports and consultation papers, leading discussions and chairing or attending working groups in addition to providing specific advice and guidance on issues where a Board Member has particular expertise.
7. To safeguard the good name and values of AIA.
8. To ensure the financial stability of AIA and the proper investment of AIA's funds.
9. To attend Board meetings, and subgroups as required.
10. To sit on recruitment and disciplinary panels, as required
11. To adhere to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
12. To adhere to the AIA’s Code of Conduct for Staff and Board.
13. To act in the interests of Angus Independent Advocacy, putting its interests before his/her own interests or those of any other person or organisation

**Specific responsibilities of the Chair**

* To lead the Board in ensuring that it fulfils its responsibilities for the governance of the organisation.
* To Chair meetings of the Board and Executive Group (Office Bearers) which take place every 2nd month
* To line manage and work in partnership with the CEO to achieve the mission of AIA
* To optimise the relationship between the Board and the staff team.

Person specification

|  |  |  |
| --- | --- | --- |
| **EXPERIENCE** | **Essential** | **Desirable** |
| Leadership/management experience | **X** |  |
| Experience of third sector boards/management committees |  | **X** |
| Educated to degree level (or equivalent experience) | **X** |  |
|  |  |  |
| **KNOWLEDGE/UNDERSTANDING** |  |  |
| An understanding of disability issues and social inclusion |  | **X** |
| An understanding of the issues concerning people who require independent advocacy |  | **X** |
| A commitment to the principles of independent advocacy | **X** |  |
| An understanding of the challenges facing third sector organisations |  | **X** |
| Understanding of governance role of board vs operational matters | **X** |  |
| Have, or be prepared to gain, an understanding of the legal duties, responsibilities, and liabilities inherent in the role of a charity trustee | **X** |  |
|  |  |  |
| **ABILITIES/SKILLS** |  |  |
| Excellent IT skills, particularly Microsoft Office |  | **X** |
| Excellent communicator (written & verbal) | **X** |  |
| Ability to understand and analyse complex information | **X** |  |
| Ability to make decisions (including having casting vote when required). | **X** |  |
| Ability to manage conflict | **X** |  |
| Strategic vision | **X** |  |
|  |  |  |
| **PERSONAL QUALITIES** |  |  |
| Confidence | **X** |  |
| Good team member | **X** |  |
| A commitment to AIA’s values | **X** |  |
| Can use initiative | **X** |  |
| Approachable | **X** |  |
| Good listening skills | **X** |  |
| Reliable | **X** |  |
|  |  |  |
| **OTHER REQUIREMENTS** |  |  |
| Able to attend bimonthly Executive Group/Board meetings and other subgroups as required (online/AIA office) | **X** |  |
| Able to respond to arising issues as and when required | **X** |  |

Full induction and ongoing support/ training will be given, as well as opportunity for handover with the current Chair.

**Angus Independent Advocacy Board of Directors**

**Application Form**

Please read the associated role description and person specification. If you are satisfied that you would like to be considered for a place on our Board, please complete the following details:

**General Data Protection Regulations (GDPR)**

The information given in this form will be treated in strict confidence.  When completed, this document contains sensitive personal data and will be used only for the purpose it was requested and handled in accordance with the regulations. Please see important information document on pages 5-6 for further information about how we store your data.

|  |  |
| --- | --- |
| Name: |  |
| Postal address: |  |
| Email address: |  |
| Contact telephone number: |  |
| Role applied for (i.e Board Member, Chair): |  |

**Please complete the sections below in as much detail as possible – the boxes will expand as you type.**

|  |
| --- |
| What skills, knowledge and experience (through work or volunteering) do you feel you could bring to the Board of Angus Independent Advocacy?  *If you are applying for a particular role (e.g. Chair) then please make reference to the specific person specification.* |
|  |

|  |
| --- |
| Please tell us why you want to join the Board of Angus Independent Advocacy |
|  |

|  |
| --- |
| Are you now, or have you ever been, a Board Member for another organisation? If yes, please tell us about your experience. |
|  |
| Are you aware of any potential conflicts of interest in joining the Board of Angus Independent Advocacy (i.e. delivering local statutory services)? If yes, please explain the potential conflict of interest. |
|  |

Are there any specific areas of knowledge you feel you could add to our Board? Please tick all that apply:

|  |  |  |  |
| --- | --- | --- | --- |
| Lived Experience |  | Independent Advocacy |  |
| Administration Management |  | Non-Profit / Charity experience |  |
| Health and Social Care |  | Fundraising / Grant Making |  |
| PR / Communications / Marketing |  | Other Statutory Services |  |
| Law |  | Information Technology |  |
| Policy Development |  | Social Enterprise |  |
| Human Rights |  | Finance / Accounting |  |
| Personnel / Human Resources |  | Citizen Advocacy |  |
| Other |  |  |  |

|  |
| --- |
| Is there any other relevant information you would like to include to support your application? |
|  |

Please give details of two referees that could comment on your suitability to become a Board member of Angus Independent Advocacy Board of Directors.

|  |  |
| --- | --- |
| **Name:** | **Name:** |
| **Email:** | **Email:** |
| **Phone number:** | **Phone number:** |
| **Relationship:** | **Relationship:** |

Please save your completed form then send it via email to enquiries@angusindadvocacy.org

Thank you for taking the time to complete our application form.

We will contact you in due course.

If you have any questions regarding our recruitment process or require further information on the role please email [enquiries@angusindadvocacy.org](mailto:enquiries@angusindadvocacy.org) or call 01241 434413 to arrange an informal chat with Heather MacMaster (Chief Executive Officer).

**Privacy Statement (What we do with your information**)

|  |  |
| --- | --- |
| A pen on a clipboard  Description automatically generated A person pushing a key into a folder  Description automatically generated | We store application information about potential volunteers        We use this information to support our recruitment processes      We keep your personal information on our secure IT system (password protected) |
|  |  |
|  |  |
| A close-up of a blue screen  Description automatically generated    A person standing next to a question mark  Description automatically generated | We will confidentially destroy your personal data 6 months from your application should you not proceed to volunteer with AIA      The General Data Protection Regulations (GDPR) give you **RIGHTS** about your personal data (information):   * The right to be informed about how we store and use your information * The right of access to your information (we will do this within 1 month of a request) * The right to corrections of your information * The right to delete your information * The right to restrict the information we process * The right to obtain and reuse your personal information for your own purposes across different services * The right to object to the processing of your information   If you have any other questions about your rights regarding your personal information, please contact the office on 01241 434413 or [enquiries@angusindadvocacy.org](mailto:enquiries@angusindadvocacy.org) |
|  | Yours sincerely,    *Heather MacMaster*    Chief Executive Officer |