

## Directors Recruitment Pack 2016/17

### MEMBER OF THE BOARD OF DIRECTORS

Fife Centre for Equalities is currently a project of Fife Voluntary Action (FVA). FVA is in the process of establishing the Centre for Equalities as a standalone voluntary organisation, a company limited by guarantee which will then seek charity status. FVA is recruiting people to form the inaugural Board of the new company, which will be known as Fife Centre for Equalities.

### COMPANY PURPOSE:-

- a) *The advancement of citizenship or community development by raising awareness and understanding amongst all communities in Fife of equality and diversity*
- b) *The promotion of equality and diversity through provision of access to appropriate information, assistance and training to communities in support of fair and inclusive community development.*

### ROLE PROFILE

The duties of a Director of Fife Centre for Equalities (FCE):

- To play a full part in the team of Directors, known as the Board, who collectively have responsibility for the governance of the organisation
- To ensure that FCE complies with the requirements of the law in relation to Companies House, and in the case of a Charity, OSCR (the Office of the Scottish Charity Regulator)
- To ensure that FCE pursues the objects as defined in its Articles
- To ensure that FCE applies its resources exclusively in pursuance of its objects
- To contribute actively in giving firm strategic direction to FCE, setting and developing policy, defining goals and setting indicators and evaluating performance against agreed indicators contained within any Service Level Agreement or Service Provision Contract
- To safeguard the good name and values of FCE
- To liaise with other appropriate bodies, local authorities, UK or Scottish Government departments and agencies and other bodies to further the objectives
- To ensure the effective and efficient administration of FCE
- To ensure the financial stability of FCE
- To provide support and challenge to the senior officer(s) tasked with operational management
- To protect and manage the property (both physical and intellectual) of FCE and to ensure the proper investment of funds
- To appoint (if necessary) and support a Chairperson and monitor his/her performance.

In addition to the above statutory duties, each Director should use any specific skills, knowledge or experience they may have to help the organisation reach sound decisions. This is likely to involve

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scrutinising papers, leading discussions, focusing on key issues, providing information and guidance on new initiatives, or other issues in which the Director has special knowledge or expertise.

### LEGAL AND LEGISLATIVE DUTIES

Company Law and Charity Law requires each of the Directors/Trustees:

- (i) to act at all times in the interests of FCE;
- (ii) to seek in good faith to ensure that FCE acts in a manner which is consistent with its purposes (as set out in its Articles);
- (iii) to act with care and diligence (defined as “the care and diligence which it is reasonable to expect of a person who is managing the affairs of another person”);
- (iv) to ensure that FCE complies with any direction, requirement, notice or duty imposed on the Company by virtue of UK/Scottish Company and Scottish Charity legislation;
- (v) to take such steps as are reasonably practicable to ensure that any breach by a Director/Trustee of any of the above duties (or the duties in relation to conflict of interest imposed by the legislation) is corrected by the Director/Trustee concerned and not repeated;
- (vi) to take such steps as are reasonably practicable to ensure that any Director/Trustee who has been in serious or persistent breach of his/her duties under the legislation is removed as a Director/Trustee.

### PERSON SPECIFICATION

It is expected that Directors/Trustees will demonstrate:

- a commitment to Fife Centre for Equalities and its objectives
- a willingness to devote the necessary time commitment and effort
- strategic vision
- good, independent judgement
- an ability to think creatively
- a willingness to express a view and take decisions
- an understanding and acceptance of the legal duties, responsibilities and liabilities of a Director/Trustee
- an ability to work effectively as a member of a team
- a commitment to Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- relevant experience in either the private, public or voluntary sector
- an absolute commitment to equality and diversity , particularly with regard to the protected characteristics: age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion & belief, sex and sexual orientation.

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### Additional skills and experience

There are a wide range of skills, experience and knowledge which would be helpful on the new Board. The following is not an exhaustive list but gives some examples:

- Volunteer development/management
- Risk management
- Company law/Third sector Governance & policy
- Public sector policy & practice development
- Research/ Monitoring and evaluation/Impact assessment
- Public Speaking /representing an organisation
- Financial management
- Managing staff
- Fundraising
- Health & safety
- Community development
- communications
- multi-agency partnership working
- Employment Law
- Strategic planning
- Promotion and marketing

Prospective members without the above skills are still encouraged to apply – the above list does not form part of the selection criteria.

In appointing Board Members, FCE will seek to ensure diversity including:

- Protected Characteristic - age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion & belief, sex and sexual orientation
- Geography – representation covering all of Fife
- Sector of experience – private, public, voluntary

For further information or clarification, please contact Helen Rorrison, Head of Community Development, Fife Voluntary Action, by e-mail at [helen@fifevoluntaryaction.org.uk](mailto:helen@fifevoluntaryaction.org.uk) or by phone on 0800 389 6046.



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### APPLICATION FORM FOR PROSPECTIVE DIRECTORS

We welcome your interest in nomination for the Board of Directors/Trustees of Fife Centre for Equalities.

Please complete the following details:

(If completing by hand, please use black ink and use block capitals)

Full name: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone number: \_\_\_\_\_

Mobile number: \_\_\_\_\_

Preferred Contact Method: \_\_\_\_\_

Once applications have been considered, we will look to contact you as promptly as is prudent.

1. Please tell us why you would like to join the Board of Directors/Trustees of Fife Centre for Equalities?

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2. Please describe any of your past experience or skills that will enable you to fulfil the role of a Director/Trustee (See Person Specification).

3. In what ways would you say that you fit the person specification for a role within the Board of Directors/Trustees? Please offer examples to help illustrate this.

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**4. Please provide any additional information here that you think would support your application.**

**5. Please list any other Boards or Committees of which you are presently a member.**

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### 6. REFERENCES

Please provide contact details of two people who can be approached for references, who know you in a capacity that would enable them to comment on your suitability for membership to the Board of Directors.

1) Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number(s): \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

In what capacity, and over what period of time, has this individual known you?

\_\_\_\_\_

2) Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number(s): \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

In what capacity, and over what period of time, has this individual known you?

\_\_\_\_\_

### Declaration

*I declare that the information given on this application is complete and correct to the best of my knowledge. (If your application is submitted electronically and you are successful in joining the board, we will ask you to sign this at a future date).*

Signed \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

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### 7. EQUAL OPPORTUNITIES MONITORING

Fife Voluntary Action incorporates the principles of the Equality Act 2010 and is committed to the positive promotion of equality, diversity and inclusion in all its functions. Fife Voluntary Action strives to eliminate intentional and unintentional unlawful discrimination against individuals or groups of any of the protected characteristics (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation).

In order to monitor our effectiveness of this aim, all applicants are asked to complete this form. The information will be used for monitoring purposes only.

Please complete all sections of the questionnaire below by placing a tick (✓) or by providing information where appropriate in the classification box applying to you in each section.

#### GENDER AND SEXUAL ORIENTATION

Female  Male  Non Binary  Intersex

Have you undergone, are you undergoing or do you intend to undergo gender reassignment? For example, this includes having changed your sex (gender)?

Lesbian  Gay  Bisexual  Heterosexual

#### AGE

Under 21  22 - 34  35 - 49  50 - 64  65+

#### DISABILITY

Do you have a health condition or disability that has lasted or is expected to last 12 months or more that makes it difficult for you to do day-to-day activities? Yes  No

If yes please specify:

Learning Disability  Physical Impairment

Sensory Impairment  Long Term Illness

Mental Health Condition  Other

If other, please specify: [Click here to enter text.](#)



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### ETHNIC ORIGIN

Individuals should determine with which of the undernoted categories they most closely associate themselves having regard to their ethnic or cultural background:

White – Scottish	<input type="checkbox"/>	Asian - Indian	<input type="checkbox"/>	Black-Caribbean	<input type="checkbox"/>
White – Other British	<input type="checkbox"/>	Asian – Pakistani	<input type="checkbox"/>	Black – African	<input type="checkbox"/>
White – Irish	<input type="checkbox"/>	Asian – Bangladeshi	<input type="checkbox"/>	Black – Other	<input type="checkbox"/>
White – Other	<input type="checkbox"/>	Asian – Chinese	<input type="checkbox"/>	Other	<input type="checkbox"/>
Asian – Other	<input type="checkbox"/>	Any Mixed background	<input type="checkbox"/>		

### 8. DATA PROTECTION

We take our obligations under the Data Protection Act seriously. Any data about you will be held in secure conditions with access restricted to those who need it in connection with dealing with your application and the selection process.

Data may also be used for the purpose of monitoring the effectiveness of the process, but in these circumstances, all data will be kept anonymous.

Please return this application by post, hand or e-mail to: [helen@fifevoluntaryaction.org.uk](mailto:helen@fifevoluntaryaction.org.uk) or Helen Rorrison, Head of Community Development, Fife Voluntary Action, Craig Mitchell House, Flemington Road, Glenrothes, KY7 5QF