



TRUSTEE RECRUITMENT

INFORMATION PACK

Trustee recruitment



Thank you for your interest in our trustee vacancies. We hope you find the following information useful. If you would like a conversation with the Chief Executive or President before applying, or more information generally, please call 07747865291 or email info@sayfc.org

We are seeking to recruit the following as we restructure the SAYFC Board of Trustees:

- Chair of Board
- SAYFC member trustees x 4
- Non member trustees x 3
- Finance Committee members x 2

The term of office for trustees will be two years with an option to serve up to a further two years. As this is the first year of a new Board of Trustees group, some positions will be staggered with some trustees taking on one year terms, with option for a further two year term to avoid losing all trustees in the same period.



About us



SAYFC is a membership organisation for and run by young people from across Scotland.

We are Scotland's largest rural youth organisation with over 3,500 members and provide a social network full of opportunities to meet new people, share new experiences and grow your skills across the arts, rural and agri, personal development and sport.

Divided into the regions of Scotland – West, East and North – SAYFC's strength is its local network which is made up of 71 clubs. This means that no matter where you live, there will be a club within easy travelling distance.

We promise a warm welcome, a supportive network and limitless opportunities to develop new skills.

Whatever a young persons interest, there will be a place for them at SAYFC.

www.sayfc.org

Role: Chair of Board



To perform the role of Chair of the Trustee Board (“board”) which includes:

- Ensuring that the board is effective in its task of setting and implementing the organisation’s direction and strategy.
- Acting as the organisation’s leading representative which will involve the presentation of the company’s aims and policies to the outside world.
- Taking the chair at board meetings which will involve: the determination of the order of the agenda; ensuring that the board receives accurate, timely and clear information; keeping track of the contribution of individual directors and ensuring that they are all involved in discussions and decision-making. At all meetings the Chair should direct discussions towards the emergence of a consensus view and sum up discussions so that everyone understands what has been agreed.
- Taking a leading role in succession planning and recruiting Non-Member directors as necessary, creating a board with diverse and relevant skills to support the organisation and the delivery of the strategy.
- Ensuring that there is a fair election process for the appointment of Member directors.
- Ensuring effective communication with stakeholders.

The essential tasks of the Chair are:

- providing leadership to the board and promoting good governance
- taking responsibility for the board’s composition and development
- ensuring proper information for the board
- planning and conducting board meetings effectively
- getting all directors involved in the board’s work
- ensuring the board focuses on its key tasks
- engaging the board in assessing and improving its performance
- overseeing the induction and development of directors
- supporting the chief executive officer and ensuring that the charity is managed effectively.



Role: Trustee

(member & non member)



The role of trustee directors is the same irrespective of how they have been appointed to the board (ie. board appointment or member election). As noted below, some trustee directors will have specific additional roles to perform if they Chair or are involved in board committees or the wider operational committees. The essential tasks of the trustee directors are to:

- Set and maintain the vision, mission and values of the organisation.
- Develop direction, strategy and planning.
- Ensure the organisation has the structure and resources for its work.
- Establish policies and procedures to govern organisational activity, including guidance for the board, volunteers and staff.
- Establish systems for reporting and monitoring.
- Manage risk and ensure compliance and accountability with the constitution, external regulators and the law.
- Make certain that the financial affairs of the organisation are conducted properly and are accurately reported.



Role: Finance Committee member



The role of the finance committee is as follows, we are looking for two non-members to join the committee to support the work of the committee.

- Ensuring SAYFC has income strategy with a clear understanding of the income needed and a business plan to show how we will generate it.
- Regularly reviewing the sustainability of our income sources and business model in the short, medium and long term, and identifying diversified income streams
- Ensuring proper systems in place for recording when money comes in and goes out
- Produce annual accounts which show all of the Associations financial activity at the end of the year.
- Investments prudently and properly managed
- Review of all major financial or financially high-risk projects/events
- Approving an annual budget
- Reviewing cash flow

MEMBERS OF THE FINANCE COMMITTEE ARE NOT TRUSTEES

Time Commitment



Time Commitment:

It is expected trustees are expected to undertake the following:

- A comprehensive induction and ongoing trustee development programme
- Six to eight board meeting a year, including in the initial year sessions to create SAYFC strategic plan. Meetings will be held in person at a central location, on a Saturday or Sunday.
- Where appropriate to sit on at least one Board sub-committee, with an average of four to six meetings a year per sub committee
- Regular review meetings with the Chair and Chief Executive
- To promote, attend and support SAYFC events



How to apply



How to apply:

By Friday 21 July 2023, please send the following to info@sayfc.org

- A CV
- A supporting statement, no longer than two pages, providing clear evidence of how you meet the requirements within the role profile, what can you contribute to SAYFC and what you hope to gain from volunteering with us.

Interviews will be held on Monday 31 July for the following positions:

- Chair of Board
- Non-member Trustees
- Finance Committee members

Successful candidates for these positions will be ratified at an EGM in August.

SAYFC Member trustees will be elected at the EGM by members of the National & Regional Committee members as per SAYFC constitution.

www.sayfc.org