



Non-executive director role description

Thank you for your interest in Creative Strathaven CIC.

This pack contains:

- Role description and responsibilities
- Person specification/who we are looking for
- How to apply

Applications

To apply for this role, please email creativestrathaven@gmail.com with details of your experience, why you want to join the board, and why you think you can help Creative Strathaven as a director.

If you have any questions, please get in touch.

Role description

Role title:

Director of Creative Strathaven CIC (part-time, voluntary).

Time commitment:

- Board meetings take place quarterly, on weekday evenings. Each meeting last between 90minutes and 2 hours.
- There is usually 1 whole or half day used to work with the board on company development.
- Some email conversations about urgent matters are likely to be sent between meetings.
- A discussion (in-person, over the phone, or via Zoom) may be had where specialist/specific advice is needed where possible between possible.
- Attendance at events where possible
- You may be required to volunteer in our shop and man the co-working space from time to time.

Salary/fee:

Non-executive directors are unpaid and give their time freely to help Creative Strathaven grow, and fulfil its community purpose.

Length of term:

- Directors are elected for an initial term of 3 years.
- Directors can be re-elected once (for a second term of 3 years).

Location:

Creative Strathaven CIC is based in Strathaven, Scotland but directors can attend meetings remotely if need be.

Trial period

New directors have a trial period of 6 months.

Notice period:

Between 3 and 6 months.

Start date:

To be mutually agreed between the individual, the board and Chief Executive Officer.

Purpose of the role:

The role of the board of non-executive directors of Creative Strathaven CIC is to ensure that the organisation operates within the law and fulfils its community purpose of facilitating creative opportunities within the local area. The directors are there to lead the process of the development and fulfilment of the organisation's strategy, and to work collaboratively to maintain the organisation's aims. In doing so they must:

- Set and maintain the organisation's values.
- Work collaboratively with the executive directors, and other management of the organisation, to agree the strategic direction of the organisation.
- Take responsibility for the appointment and ongoing management of the organisation's Chief Executive Officer and any other executive directors.
- Analyse and evaluate the performance of management in meeting agreed action points, goals and objectives.
- Advocate for the work of Creative Strathaven CIC, building and promoting the company's identity.
- Identify all risks to the organisation and ensure that appropriate action(s) is taken to mitigate against them.
- Ensure the solvency and effective running of the organisation by protecting its property and resources through the implementation of effective controls and records relating to accounts and financial matters.
- Act in the best interests of the organisation (in accordance with its constitution) at all times.
- Act with care, diligence, and skill.
- Be a fair and responsible employer.
- Ensure the organisation complies with the law, particularly the requirements of the Companies Acts, as well as: Employment Protection Act; Disability Discrimination Acts; Race Relations Acts; Equal Pay Act, Sex Discrimination Act, Health and Safety at Work Act, Pensions Acts, Insolvency Acts, Data Protection Acts; and Human Rights Acts.
- Avoid and/or declare conflicts of interest.

In addition, non-executive directors should:

- Attend all meetings of the board, either in person or by remote arrangements, except where unavoidable absent.
- Prepare for board meetings by reading the circulated agenda and papers. Any additional matters for discussion must be raised with the Chair in advance of the meeting.
- Make themselves available to management and other directors as required in order to deal with urgent matters that may arise between meetings.
- Provide mentoring and support to individual members of the management team as agreed with the board.
- Provide open and constructive feedback to the other members of the board and management on all aspects of the board's activities.
- Support the work of any committee that may be established from time to time.

Who we are looking for:

We are looking for individuals who can bring a variety of experience, skills and insight to the board to help us shape and achieve our aims.

We are seeking people who:

- Believe in Creative Strathaven's mission and vision.
- Can share learned experience, and constructive feedback for the betterment of the organisation.
- Can advocate for Creative Strathaven, and champion and represent the organisation
- Are passionate about the impact, and power of creativity, and supporting creatives.
- Have a basic understanding of governance and good practice.
- Have an understanding/first-hand experience of how rural communities work, and how they differ from urban communities.

Applications from individuals who have a variety of skills and experience are welcome, but we are keen to have board members who can bring some or all of the following to the organisation:

- Business development and income generation (including fundraising)
- Human Resources/legal
- Communications and marketing
- An understanding of social/creative entrepreneurship

How to apply:

If you would like to apply to join our board, please let us know why you are interested in the role, and the skills and experience you would be able to contribute as a director. Please send this to creativestrathaven@gmail.com by 5pm on Wednesday 31st August.

If we are able to take your application forward, we will invite you for a conversation, and then to attend a board meeting as an observer – this is so you can get a feel for meetings. After meeting, if all parties agree, you will be invited to join the board and will be legally enrolled as a director of Creative Strathaven CIC with Companies House.

Please get in touch if you have any questions, if there's anything we can do to help or if you'd like to have an informal chat about the role and the organisation.