



## **Role Description**

### **Director**

Directors of the Trust have the same roles and responsibilities as Directors of any company. Since the Trust is a charity the Directors also assume the responsibilities of charity trustees.

The objectives of the trust and its method of operation are agreed by the community members (our main stakeholders) and are contained in the M&As.

The Trust currently has four paid staff roles which are covered by three employees; the Board shares the responsibility of complying with employment law and ensuring effective staff management.

What follows is an outline description of the specific role of a Director of the Trust.

### **Meetings**

- There are monthly Board Meetings, an AGM and occasional EGMs. Directors are expected to attend all meetings or give apologies in advance. Should a Director be unable to attend three consecutive Board Meetings without good reason, he/she will be deemed to have resigned.
- Invitations to add items to a Board agenda and papers for the meeting are issued in advance. Directors are expected to have read circulated papers before the meeting and be ready to comment/ask questions at the meeting. Any substantial item for discussion should be requested as an agenda item: only urgent or minor issues should be raised under Any Other Business.
- Officers of the Board, the Community Development Officer (CDO), Secretary, Administration and Finance Officer (AFO) and any Directors leading a project will be asked to submit short written reports to the Secretary for circulation prior to the meeting, at which comments/questions may be raised.

## Communication

- Effective communication is of paramount importance to the Board, therefore Directors are expected to access email on a daily basis, since vital information is often passed on electronically. In the absence of an email facility, other Directors will do everything possible to ensure that hard copies are made available.
- Should another member of the Board, the Secretary, the AFO or the CDO make a request of Directors, it is expected that responses are given within 24 hours of receipt.

## Finance

- Directors must abide by the policies and procedures of the Trust in relation to financial management.

## Administration

- Changes in Directors' circumstances (address, etc.) must be notified immediately to the Secretary so that both Companies House and Office of the Scottish Charity Regulator can be kept informed (this is a legal requirement).

## Participation

- Directors are expected to participate fully in Board Meetings, and to be proactive in furthering the purpose of projects.
- From time to time, invitations to attend events outwith Stronsay are issued to the Trust by external bodies. If such events are considered by the Board to be relevant and useful to the community, Directors will be expected to give of their time to attend, within reasonable bounds and with expenses paid, and to share their knowledge and experience.

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A Scottish Charity SC038888 Registered Office: Clifton, Stronsay, Orkney KW17 2AR

