



Management Committee Member

Venture Scotland is a charity that runs residential programmes for disadvantaged young people in the outdoors. Led by volunteers, we do this through adventurous activities and conservation work. We aim to improve the confidence and life skills of the young people that take part.

We require volunteers to serve on our Management Committee to provide good governance for the organisation in order to ensure that Venture Scotland is run effectively and within the law.

Why we need you:

Members of the Management Committee have the following responsibilities.

- To act in the interests of the charity first and declare any conflict of interest.
- To ensure that Venture Scotland's activities fall within the charity's purpose and that we adhere to our constitution document.
- To ensure that assets are not applied to non-charitable purposes and to act as a guardian of the charity's assets. To ensure the charity is solvent.
- To ensure the charity is run properly, responsibly and lawfully.
- To ensure that there is an effective framework for the support, management and development of paid staff and volunteers.
- To help develop a balanced and effective Management Committee that can meet its responsibilities.
- To ensure Venture Scotland meets the requirements of the Office of the Scottish Charity Regulator.

What will I be doing?

- Preparing for and contributing to approximately 6 committee meetings a year.
- Using your knowledge and experience to help the Management Committee reach sound decisions and providing advice and guidance requested by the Management Committee in areas where you have particular expertise.
- To take on at least one specific area of responsibility within the Management Committee e.g. Human Resources; and/or act as an office bearer i.e. Chair, Secretary or Treasurer and carry out a limited number of strategic tasks relating to your role.
- To attend additional meetings or events as required e.g. Venture Scotland Presentation Evenings, business planning away days.

What skills and attributes do I need?

- An interest in the ethos and aims of Venture Scotland.
- To ensure that you are not disqualified from being a trustee for any reason.
- A willingness to take on the responsibilities of the role and preparedness to commit to the regular attendance of meetings.
- The ability to work as a team with your fellow trustees in order to reach sound and fair decisions.
- Skills, knowledge or experience that equip you to take on a specific area of responsibility or to become an office bearer. In particular, we are looking for people with a background in areas such as:
 - Organisational Development
 - Human Resources
 - Health & Safety
 - Fundraising
 - Communications
 - Youth Work
 - Past experience of the Venture Scotland programme
 - Volunteering
 - Promoting Diversity
 - Accounting
 - The Law

How much time do I need to commit?

- You will need to commit to serving on the Committee for a minimum of one year. Members can serve for a maximum period of three years before requiring re-election to the Committee.
- Approximately one hour preparation time for each meeting. Meetings take place approximately 6 times a year including the Annual General Meeting and last for two hours.
- To attend a limited number of additional meetings or events as required e.g. Venture Scotland Presentation Evenings, business planning away days etc.
- To carry out a limited amount of strategic level work relating to the specific role you take on. The time commitment here depends both on the role and your own availability.

What support will I be given?

- You will have an induction meeting with the Chair of Venture Scotland, who will also check in with you on a regular basis to ensure you are comfortable with your role and responsibilities.
- You will receive a written induction pack containing background information about Venture Scotland and the role of a trustee.
- You will be invited to meet key members of staff during your induction period and staff will also be available to answer any ongoing questions you have relating to your specific role.
- You will be invited to attend Venture Scotland activities and events in order to help familiarise yourself with the organisation.
- You will be offered training relating to good governance and have the opportunity to pursue training relating to your specific role.
- You will be part of a supportive team with the other members of the Committee.

What benefits can I expect?

- To know you are playing an essential role in the running and development of Venture Scotland, enabling the organisation to continue its work with disadvantaged young people.
- To build up new and existing skills relating to developing a small organisation.
- To learn more about a range of issues including social exclusion, youth work, volunteering, conservation to name but a few!
- To be part of the Venture Scotland community and be invited to a range of fun and inspiring events.

Where will I be based?

- The majority of meetings take place at Venture Scotland's Edinburgh office, Norton Park. Occasionally meetings and away days will take place at other locations of the Committee's choosing.

What's the application process?

- Firstly, register your interest in this role by calling our office on 0131 475 2395 or by emailing admin@venturescotland.org.uk and we will let you know if we are currently recruiting for new members.
- We will then send you further information including a Volunteer Application Form.
- After you have completed this, we will arrange for you to have an informal interview to discuss the role in more detail.

Please visit www.venturescotland.org.uk for more information about our work.