



Scottish Disability Equality Forum

Board Member Appointment

Voluntary Position

Appointment for 2 years

Scottish Disability Equality Forum is a pan-disability organisation funded by Scottish Government, which works to remove barriers to equality and improve access for disabled people in Scotland.

The organisation is looking to appoint new Board Members at this exciting time of growth and expansion.

Duties and Responsibilities

As a member of the Board of Directors you will work closely with other Board members to provide governance and contribute to the overall strategy of the organisation, ensuring that it meets its objectives and primary aims as a charitable organisation. You will also be required to:

- Ensure effectiveness of, and accountability for SDEF's operations, aligned with our primary aims and criteria set by our funders.
- Communicate effectively with Board members, the Chief Executive Officer and staff, as well as other stakeholders, including Access Panels and their members.
- Championing the primary aims of the organisation and ensuring that our work is always focused on those it works to serve.

Essential Criteria

You will be a credible spokesperson for the charity with the ability to communicate effectively across all levels and backgrounds.

You will be balanced in your approach to governance, able to make good decisions and communicate your thoughts and ideas to others effectively.

You will have an understanding of the duties and responsibilities of a board member and work to these accordingly.

Applicants should also demonstrate experience in **one or more** of the areas listed below:

- a) access/building/planning experience
- b) marketing/promotion experience
- c) financial management
- d) professional legal qualification and experience
- e) housing or transport knowledge/experience
- f) fundraising experience
- g) executive and non-executive experience
- h) industry and sector experience or knowledge
- i) leadership
- j) governance
- k) strategic thinking
- l) subject matter expertise
 - accounting
 - corporate financing
 - risk management
 - legal
 - HR expertise and/or experience in workplace health and safety
 - public policy or government relations
 - community relations

Desirable Criteria

Knowledge and understanding of living with a disability, for example:

- as a disabled person
- personal or family experience
- as a carer
- experience in a work or voluntary capacity

Time Commitment

Board meetings are held every eight weeks and you will be required to give a maximum of 10 days per annum, with seven being used for Board Meetings.

You also will be required also to attend our Access Panel conference, held in the Spring of each year, and our Annual General Meeting, held in the Autumn of each year. One further day may be necessary to allow for any interim meeting or training which may arise over the course of the year, totally a maximum of 10 days.

Location of Meetings

Board meetings are usually held in Stirling or Alloa. Occasionally it may be necessary to travel to other locations.

Communication

You will be required to be contactable by email and/or by phone to consult on decisions or documents which require comment between board meetings. It is vital that board members are able and willing to contribute where required, and that this is understood as a necessary part of the appointment.

Expenses

All reasonable expenses will be reimbursed. If necessary, accommodation will be organised by our office and travel expenses will be processed via our internal claim form at each board meeting.

Additional information

The successful applicant will be subject to a check under the Protecting Vulnerable Groups scheme. These costs will be met.

For an application pack please contact Morven Brooks 01259 272064 or Email admin@sdef.org.uk