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YouthLink Scotland is a company limited by guarantee.
Registered in Scotland No: 164547.
Charity Ref: SC003923

YouthLink Scotland - Chairperson

Person Specification

Leadership & Direction

- A desire to serve the best interests of Scotland's young people and those organisations who work with them in a Youth Work setting.
- Leadership qualities, strategic planning, and a proven track record in working as part of a team in a collegiate style.
- Ability to ensure clarity of purpose within the board and with the CEO, aligning to the core values of the organisation.

Governance

- Prior board experience in chairing meetings, leading working groups, etc.
- Commitment to transparent governance and adherence to the Nolan principles.
- Knowledge of how organisations work, with an understanding of the roles and responsibilities of the Boards of Directors.
- Knowledge of Company Law, Charity Law, accounts, budgeting and the principles of good governance.
- Ability to manage potential conflicts of interest.
- A willingness to devote time to the organisation between the 5 formal Board meetings, an average of 1 day per month over the course for the year.

External Relations

- Some knowledge and experience of the Youth Work Sector at operational, volunteering or strategic levels.
- A willingness to learn about the sector and to listen to the concerns of members, funders and staff.
- Ability to play an ambassadorial role for the organisation and to effectively maintain contacts and networks.
- Enthusiasm and drive and the ability to speak in public and write coherently on a topic.

- No unresolved conflict of interest.
- Flexibility to work evenings, weekends and attend residential.

Personal Attributes

- Patience and a sense of humour.
- Outgoing and warm personality.
- Altruistic
- Empowering
- Devotes enough time to the organisation
- Clear about the role
- Capable of seeing the 'big picture'
- Capable of handling contentious issues
- Self-confident and humble
- Intelligent
- Reflective and open
- Organised & focused.
- At ease in different people groups.
- Non-judgemental
- Willing to use connections to advance the organisation
- Possessing connection and influence with key people
- *A current driving licence and disclosure check may be required.*

YOUTHLINK SCOTLAND CHAIRPERSON

Role of Chairperson

M&A's extract

- 13.1.2 *The Chairperson shall be an independent person acceptable to the Board of Directors and shall be appointed following a period of consultation with the members. The appointment shall be ratified at the AGM which immediately follows. The Chairperson shall hold office for three years and shall be eligible to serve a second term of three years.*

CORE OBJECTIVE:

The Chair is in effect the chief volunteer within the organisation. The Chair, with the CEO, will ensure that all aspects of corporate governance are accounted for and will hold the Board and Executive Committee* to account for the charity's vision, mission, stated purpose in line with its governing documents and the law, upholding the organisation's values.

The Chair will also provide leadership to the Board of Directors, ensuring each trustee fulfils their duties and responsibilities. The chair will work in partnership with the Chief Executive to provide leadership and clarity of purpose for the organisation and together represent the public face of the charity.

SPECIFIC FUNCTIONS:

Leadership and Direction:

1. The Chair will provide leadership and support to the Board of Directors, ensuring each trustee fulfils their duties and responsibilities
2. The Chair will work in partnership with the Chief Executive to provide leadership and clarity of purpose for the organisation
3. The Chair and Executive Committee together with the CEO will take strategic decisions as required between board meetings.
4. The Chair will provide leadership to the rest of the Board and with them agree the Strategic Plan for the organisation.
5. The Chair will work closely with the CEO and Sub-Committee Chairs to ensure the Strategic Plan is being carried out effectively and the outcomes achieved.

Governance:

6. The Chair will contribute to the Annual Report and Chair the AGM.
7. The Chair is responsible for the calling and chairing of any Executive Committee meetings as and when necessary.
8. The Chair is ex officio on all sub-groups and will attend when necessary or invited to do so by the Committee Chairs.

9. The Chair will ensure meetings are run efficiently, and discussion and decision-making is democratic and fully participative
10. The Chair and other members of Executive Committee will assess and agree reward for the CEO on an annual basis.
11. The Chair will build a strong and effective working relationship with the CEO, meeting frequently with the CEO to discuss items of importance, and respecting boundaries between the roles.

External Relations:

12. The Chair will act as an ambassador for the organisation and will on occasions perform both a ceremonial and representative role with the CEO in relation to strategic meetings with partners/funders, members and staff.
13. The chair with the CEO will maintain close working relationships with key stakeholders such as the Scottish Government and funders.
14. The Chair will perform a variety of other roles and represent YouthLink Scotland at functions with partners & stakeholders as appropriate.

**The Board Executive Committee includes the Chair, Vice-Chair and Honorary Treasurer*

Time commitment:

The annual time commitment is expected to be no more than 15 days per year, this includes:

- Board meetings (normally 5 per year), usually held in Edinburgh with a hybrid option.
- A 24 hour residential (if considered necessary);
- The AGM;
- The Annual Conference;
- The National Youth Work Awards; and
- Other essential meetings including membership of sub committees as required.

The minimum term expected as Chairperson is 3 years.