





Board Member Role Description and Person Specification

About us

OutLET is a Social Enterprise that provides inclusive outdoor programmes. We work with local authorities, community groups, schools, and families across central Scotland.

OutLET provides a safe and engaging environment that revolutionises the learning experience. This has a particular impact on those who have had chaotic and traumatic life experiences and as a result, struggle to build healthy relationships, and need extra support for their social and emotional well-being.

For ALL the young people who attend, OutLET is a safe, fun space where they know they belong.

Role Description

A Board of Directors/Trustees are the people that have overall oversight of a charity. They are not involved in running the charity on a day-to-day basis, but will collectively make decisions about the approach the charity will take and its future direction. They make sure that an organisation has the policies and procedures needed to comply with legal obligations. They provide support, ideas and constructive challenge to test thinking and to help the charity to achieve the best it can for services users.

The Charity Commission describes the role of Board Members as follows:

“Board Members have overall control of a charity and are responsible for making sure it’s doing what it was set up to do. They may be known by other titles, such as: directors; trustees; governors; committee members. Whatever they are called, Board Members are the people who lead the charity and decide how it is run.”

OutLET is a registered charity (SC050411) and a Company Limited by Guarantee (SC536545).

Our Board of Directors are a group of volunteers, who bring their experience from fields such as education, social care and business. They are responsible for the governance of OutLET and are legally accountable for the work of the organisation. The Board meet regularly to ensure that the OutLET aims and objectives are met. They make strategic decisions, set policy and monitor the progress of the work of the organisation. The Board Members are responsible for choosing their successors and the procedure for this is set out in the Memorandum and Articles of Association.



OUR VALUES

We are a values-led organisation and these values embody our work and behaviour and form the basis of everything we do.

- **INTEGRITY** We will be honest and truthful, holding ourselves to strong moral values
- **RESPECT** We will value the individual and nature
- **OPENNESS** We will communicate authentically
- **AUTHENTICITY** We do things our way. We are flexible in our approach, willing to try methods and systems and not afraid to break the mould.

Historically, the OutLET Board has been made up of people who have had a real interest in the organisation and helping young people. The environment in which OutLET now sits has changed and the Board is composed of those who understand and ensure that OutLET is shaped for success.

The OutLET Board - An effective team of committed people with first class leadership skills, bringing to bear their expertise to make a tangible difference. They look outwards to the market, to competitors, to funders and the environment in general; they look inwards to the needs of the staff and are not afraid of tackling difficult issues or taking hard decisions.

They are flexible in their approach, working quickly and effectively to ensure OutLET keeps ahead of the curve in this ever changing landscape.

The OutLET Board is unique - there are no stuffy board rooms or people in suits. We are authentically and unapologetically ourselves - relaxed and informal yet experienced, efficient, courageous and enterprising.

Our Board deal with strategic direction, personnel issues, legalities and business and is made up of people who contribute from their expertise in:

- Leadership, vision and courage. A strong personal impact founded on taking personal responsibility through integrity;
- Solid business skills (have lead an organisation and will understand the complexity of organisational and cultural change);
- Entrepreneurial flair combined with clear relationship building capabilities;



- Social Work / Education / Health background – thus strong links and understanding of and to Statutory bodies;
- Or Finance / HR / Legal / Marketing experience.

You will be committed to OutLET, living the ethos and values of the organisation, helping set clear direction and demonstrating strong personal impact; consistently attending meetings and committing some 7hrs, or more when necessary, per month to carrying out their role.

The Core Board members will be involved in all decisions and will on occasions work as a unit to set the clear direction for the organisation.

It is the Board's responsibility to ensure that:

- The organisation is clear in its purpose and direction
- All decisions taken are in line with and safeguard the ideals and purpose of the organisation as laid out in its founding statement or constitution
- Assets are safeguarded and used efficiently for those for whom the organisation exists
- The organisation fulfils all its legal obligations
- The organisation is effectively managed, operates efficiently and works within its policies and budgets, any relevant good practice guidance and the law
- The organisation is accountable financially and in other ways
- There is a proper procedure for the recruitment and supervision of staff
- The Board itself is representative and functions effectively.

Meetings and time commitment

- We hold Board meetings every 6-8 weeks, usually in the evening and in person at the OutLET office in Hamilton
- The agenda and papers are usually emailed to each Board Member 1 week prior before to give you plenty of time to read them.
- As OutLET is a fast moving social enterprise, discussions happen outwith board meetings via the Board Whatsapp. There is an expectation that board members will engage with these.
- Being a Board Member is a voluntary role but the charity will pay for out-of-pocket expenses eg. for travel to Board meetings.
- It is vital that board members understand the work we do - each board member is asked to visit an outdoor sessions twice per year.



Person Specification

Each Board Member needs to:

- Be committed to the charity's overall mission and to achieving the purpose that we were set up for
- Give the time and commitment that's needed to carry out their role well
- Act with integrity, honesty and authenticity.
- Think carefully about where we are going as a charity and how we can deliver our purposes effectively in the short and long term
- Think for them self and contribute to decisions that - trustees as a group - can show are good for the charity
- Be willing to be creative and to think beyond how we do things today
- Be willing to speak their mind in a way that is polite and respects others that have different ideas and opinions
- Work well together as a team with the rest of the trustees and our staff team, including when we have different views on how to do things
- Recognise that being a trustee is an important leadership role that has specific responsibilities and legal duties, and take time to understand these.
- Understand that they can be liable for a loss to the charity if they don't act properly or abuse the role they have within the charity.

Other things to note

- If you haven't been a Board Member before we can provide extra training and/or ask another Member to be a 'buddy' to talk through Board papers, answer questions you have and provide support.
- There are also other ways that you can volunteer with the charity in between Board meetings, although this is not a requirement.

For example, you can attend our sessions and events, or share ideas and help organise events as part of our project planning team.

We would really like our Board to look more like our community – so we would particularly encourage you to apply if you have experience of living on a low income, have either a physical or less visible disability, or come from a Black, Asian, or ethnic minority background.

If If you would like to find out more, then please contact jackie@outlet.scot or call the office on 01698 209934

