

Perth & Kinross Disability Sport: Trustee/Board Member



Recruiting body: Perth & Kinross Disability Sport

Closing date: 18 August 2017

Perth & Kinross Disability Sport (PKDS) is a voluntary sport group where the main aim is to lead in the development of sport for people with physical, sensory or learning disabilities in partnership with key local and regional agencies in the local authority area of Perth & Kinross and the wider Tayside region. PKDS is a member branch of Scottish Disability Sport (SDS) who are the governing body of sport for athletes and players with a physical, sensory or learning disability. PKDS have achieved SDS Minimum Operating Requirements (MOR) which ensures all governance is up to date and fit for purpose. The committee of PKDS now wishes to appoint new Trustees (Board Members) to enable the branch to continue to develop. The branch is currently supported by a Project Manager on a consultancy basis on a three-year contract at 20 hours a week.

Role Title – Trustee/Board Member (voluntary)

Organisation – Perth & Kinross Disability Sport (PKDS)

Responsible to – Perth & Kinross Disability Sport Board

Location – Perth

Contract – This is a voluntary position but reasonable expenses will be paid where appropriate. Trustees will be expected to attend branch meetings (held 6-8 times per year), support the branch to maintain SDS Minimum Operating Requirements, take the lead on a specific role and support ad-hoc projects within the branch. The level of time commitment is flexible and can be tailored to suit the applicant's current commitments and the needs of the branch.

Term - At each AGM, all Trustees must retire from office but may then be re-elected

SKILLS REQUIRED:

- Enthusiastic
- Prepared to make a time commitment to branch projects and programmes
- Prepared to make decisions when necessary
- Passionate about disability sport (no experience necessary)
- Specialist skills not necessary but would be welcomed and also considered on a stand-alone basis e.g. expertise in completing funding applications

MAIN DUTIES:

1. Responsibility for attending Board meetings and reporting back to appropriate members with matters arising from meeting (if required).
2. When unable to attend meetings, send apologies along with relevant updates to the Secretary for the minutes.
3. Complete a Trustee's Declaration and meet both the general and specific duties as outlined by the Scottish Charity Regulator (further information from <http://www.oscr.org.uk/charities/managing-your-charity/trustee-duties>)
4. Familiarise yourself with the PKDS constitution, clubs, organisational procedures and other relevant activities in the Perth & Kinross area.
5. Vote on PKDS matters when asked to and attend EGM and AGM meetings.
6. To support PKDS to ensure SDS Minimum Operating Standards are kept up to date and complete.
7. To be part of sub committees of the Board as agreed by plan (e.g. funding or events sub committees).
8. Support the Chairperson in the work of PKDS.

Interviews

Week beginning 28 August 2017

Applications

All applicants should send a note of interest to carolineness@perthandkinrossdisabilitysport.com by 18 August 2017 detailing why you are interested in the role, outlining any relevant skills and experience.

If you have any questions or would like more information please contact Caroline on the above email or phone 07716 628 452. More information on the branch can be found at www.perthandkinrossdisabilitysport.com or at the [PKDS Facebook page](#).