

VSGWL Joining Our Board Policy

A - Board Recruitment, Selection, Assessment and Appraisal Policy

B - Recruitment and Selection Procedure

C - Director Role Descriptor

1 Purpose and Scope

This Policy sets out the process for Board Director Recruitment for the Voluntary Sector Gateway West Lothian (VSGWL) and Selection, the means by which collective Board performance is assessed and how an individual Director's Performance is appraised and supported. It also covers the arrangements for reimbursement of expenses.

2 Key Principles

- It is critical that the Board Directors have the competencies, skills, and knowledge to undertake their responsibilities in a professional and competent manner.
- Board Director recruitment and selection is open and transparent.
- There are competencies, skills and knowledge that are important to ensure that we have the very best people to undertake this critical role.
- The collective performance of the Board Directors is assessed annually.
- Individual Board Director performance is appraised annually.

3 Board Composition

On an annual basis, the Board will agree an appropriate mix of the knowledge, skills and experience required to best meet the needs of Voluntary Sector Gateway West Lothian (VSGWL).

A - Board Director Recruitment, Selection Assessment and Appraisal

The Board will recruit and select new Board members in line with the knowledge, skills and experience required and, in a manner, which is open, transparent, and fair. This is outlined in section B of this policy.

All new Board Directors appointed will receive an induction pack and participate in an Induction Programme.

A "buddy system", where a more experienced Board Director can provide extra support, is available.

4 Reimbursement of Expenses

It is the policy of the Board to reimburse Board Directors for expenses incurred in the undertaking of their duties. Expenses should be claimed through submission of the Claim Form, supported by receipts.

5 Appointment of Directors

The appointment of Directors is governed by the provisions set out in the current Company Articles of Association in Sections 17-27.

6 Termination of Office

The situations under which a Board Director will automatically vacate office are governed by the provisions set out in the Company Articles of Association.

7 Board Annual Assessment of Performance

The Chair shall ensure that there is an annual assessment of the collective performance of the Board Directors.

8 Board member Appraisal

The Chair shall ensure that all Board Directors are appraised annually.

Responsibility for the review and making any amendment to this Policy lies with the Board.

This Policy was agreed and Minuted at the VSGWL Board meeting on:.....

Name	Manisa Martas	Position	Chair
Signature			
Date of review	31-08-2025	Next Review	31-08-25

C- Board Director Role Descriptor

Board Director - Role Description

POSITION:	Board Director
RESPONSIBLE TO:	Board Chair
LOCATION:	Bathgate
EXPENSES:	Directors are not paid for their duties. Reasonable costs of travel to and from meetings and other events, subsistence, stationery etc. will be paid. Reimbursement of other costs may also be agreed.

Role of the Board

The role of the Board of Directors is to manage the business of the Company and Charity known as Voluntary Sector Gateway West Lothian (VSGWL) at a strategic level.

Working in partnership with the Chief Officer the Board shall:

- Set the vision and strategy,
- Ensure compliance with legal and financial requirements.
 - Manage and safeguard the assets and resources and ensure that they are used only for the purposes set out in the Memorandum.
 - Oversee the development and delivery of the Work Plan and the monitoring and evaluation of that Work Plan
 - Manage and safeguard the reputation of VSGWL and ensure effective external relations with funders and other stakeholders.
 - Undertake representational tasks as agreed by the Board.

If you would like to join the Board, you will be expected to have the following general skills and qualities:

- An understanding of the roles and responsibilities of being a Director of a Company and Trustee of a Charity, although training can be provided.
- A genuine interest in supporting the Third Sector and our Third Sector Interface (TSI) in particular.
- Some knowledge of the challenges of working in the Third Sector, particularly where this relates to effective partnership working.

We are keen to hear from applicants who have knowledge of and commitment to the Third Sector. You will not necessarily be from a Third Sector background and it is anticipated that those appointed will come from a variety of backgrounds.

Time commitment

Board meetings routinely take place every two months. This will be reviewed by the Board on an annual basis and papers are usually sent out a week in advance.

As well as preparing for and attending Board meetings, time will be required to progress any actions between meetings.

You may be expected to take on additional responsibilities as a member of a Board Sub-Committee and/or become involved in supporting the work of staff where you have particular expertise.

B Recruitment and Selection Procedure

It is critical that Board Directors have the competencies, skills, and knowledge to undertake their responsibilities in a professional and competent manner. This document details the competencies, skills, and knowledge we believe are important to ensure that we have the very best people to undertake the role of Board Director.

We recognise that not everyone will have all of the competencies, skills and knowledge detailed here so it is important that the Board in total has a broad range of these at an appropriate level. This means that when there are vacancies the Board will identify where there are gaps and focus on recruiting members with the specific competencies, skills, and knowledge to fill these gaps.

During the process, the Board will be mindful of its responsibilities for inclusion under Equalities Legislation and welcomes the benefits of a broad representation.

Competencies and Skills

Competencies/Skills	Comment
Communication	Verbal and written communication skills, access to email and telephone.
To Champion"	Motivated and able to represent VSGWL at events and meetings of the Third Sector and local and national government.
Commitment	Demonstrate a commitment to the sector, preferably also having experience of working/volunteering in the sector.
Decision Making	Able to identify options, impact, outcomes, and risk when decisions need to be made.
Listening	Able to listen actively to the views of others, clarify understanding and accept alternative views.
Teamwork	Able to work as part of a team, encouraging input from all present and supporting other Board members.
Leadership	Deliver vision and direction, inspire, and motivate.
Business/Management	Skill in decision making, forward planning, understanding of the business environment and ability to determine appropriate strategies.
Scrutinise	Understand the need for scrutiny and have the ability to examine reports/figures/strategies etc. in detail.

Knowledge -The Board overall should have experience in the following areas:

Third Sector	Monitoring and Evaluating	Finance
Governance	Human Resources	Income generation
Policy	Legal	Equality and Diversity
Risk	Communications	Health & Safety

