



## **Youth in Excellence CIC Committee Members**

### Role description & person specification:

The Committee Members take on responsibility for all the activities of the organisation. They maintain an overview of policy and strategic direction rather than being involved in day-to-day operational delivery.

The role of the Committee Member is summarised below.

### Vision and Leadership:

- To be committed to the vision, mission and values of the organisation.
- To provide strategic direction, including agreeing and monitoring strategic plans.
- To remain informed of the activities of the organisation and the wider issues that affect its work.
- To ensure the work of the organisation is monitored and evaluated.

### Accountability & Legal Responsibilities

- To ensure the organisation complies with its governing document (e.g. constitution or memorandum and articles of association).
- To ensure the organisation keeps to the law, including CIC and company law.
- To ensure the organisation makes efficient use of resources, in particular that all monies are applied to its objects, agreed plans and budgets.
- To ensure that risks to the organisation, staff, volunteers and service users are at an acceptable level and are effectively managed.
- To be accountable to membership, funders and other stakeholders.

### Financial & Staff Management

- To understand the financial position of the organisation.
- To ensure the organisation's finances are properly managed.
- To ensure the organisation operates within its agreed accounting policies.
- To ensure adequate financial resources for the organisation.
- To contribute to fundraising strategies.
- To ensure the organisation is properly insured against all reasonable liabilities.
- To ensure the organisation is a responsible employer and adheres to legislation.
- To effectively support and manage the directorship.

## Qualities and Skills of Management Committee Members

- A passion for youth development
- Good leadership skills
- Understanding of and commitment to the organisation's mission & values.
- Good communication and interpersonal skills
- Impartiality and fairness
- Ability to respect confidentiality
- Good time-keeping
- Expertise in the following fields desirable: Finance, Design and IT, Fundraising and Corporate Sponsorship, Social Media and Marketing, Creative Arts, Administration.

## **Time Commitment Required**

- The term of office for Committee Members is 12 months with opportunity to continue by mutual agreement.
- The role generally requires a commitment of a few hours per month for communications and tasks with full committee meetings once a quarter by arrangement (4 meetings per term).

Valid for term April 2019 to March 2020