**WORK PLACE CHAPLAINCY SCOTLAND**

**Listening & caring - in confidence**

**RESPONSIBILITIES – MEMBER, BOARD OF TRUSTEES WPCS**

***Function:***

* Provide governance to the organization, represent it to the church, business and general community, and accept the ultimate legal authority for it (within the limits of an incorporated charity).

***Duties: Planning***

* Approve WPCS’s vision and review management's performance in achieving it.
* Annually assess the environment and approve the Institution's strategy in relation to it.
* Annually review and approve the Institution's plans for funding its strategy.
* Review and approve the Institution's five year financial goals.
* Annually review and approve the Institution's budget.
* Approve major policies.

***Organizations***

* Elect, monitor, appraise, advise, support, reward, and, when necessary, change top management.
* Be assured that management succession is properly being provided.
* Be assured that the status of organizational strength and manpower planning is equal to the requirements of the long range goals.
* Approve appropriate compensation and benefit policies and practices.
* Recruit new trustees and fill vacancies as required.
* Annually approve the Performance Review of the National Director and establish his/her compensation in co-operation with appropriate funding bodies.
* Annually review the performance of the Board and take steps to improve its performance.

***Operations***

* Review the results achieved by management as compared with WPCS philosophy, annual and long range goals, and the performance of similar institutions.
* Provide candid and constructive criticism, advice, and comments.
* Approve major actions of the Institution, such as capital expenditures and major program and service changes.

***Audit***

* Be assured that the Board are adequately and currently informed - through reports and other methods - of the condition of the Institution and its operations.
* Be assured that published reports properly reflect the operating results and financial condition of the Institution.
* Ascertain that management has established appropriate policies to define and identify conflicts of interest throughout the Institution, and is diligently administering and enforcing those policies.
* Appoint independent auditors and submit annual returns to the Office of the Scottish Charity Regulator (OCCR)

***Person Specification:***

* Board members should have sufficient knowledge and experience of business and/or church to operate comfortably and efficiently at board room level.
* Church representatives should have direct and regular access to the highest levels of decision making within their organisation
* Business, union and employer representatives should have contacts and influence at the highest levels within their area of operation.
* A positive, “can do” attitude is essential as is an openness to new ideas and a willingness to consider creative strategies to fulfilling WPCS vision.

**The board will meet around four times a year. Board members are expected not only to play a full part in ensuring the efficient operation of WPCS but, in the case of church representatives in particular, to ensure full engagement and support of their denomination.**