**Disability Information Scotland**

**Board of Director Appointments**

**Voluntary Position**

Disability Information Scotland is seeking to recruit individuals to join our Board of Directors. By joining our Board of Directors you will help to improve information provision for disabled people in Scotland. Our service,

* Enables disabled people to become more 'visible' in their community and have the opportunity to contribute to, as well as use, local services and resources.
* Reduces inequality and improve the lives of some of the most vulnerable people in Scotland through the provision of information on existing and new devolved social security benefits.
* Provides access to information on opportunities within education, employment and support available which opens up new possibilities and potential.
* Reduces marginalisation and social isolation of disabled and older people by combatting some of the attitudinal, economic and cultural barriers, enabling greater take-up of services and encouraging better use of available resources and support.
* Creates a positive impact on the physical, psychological and emotional health of disabled people, empowering them to take up a more active lifestyle, leading to enhanced wellbeing and reduction in health and social care intervention.
* Reduces the sense of isolation of Carers who are often just as isolated as the people they care for. Helping them to make contact with resources and networks could reduce this sense of isolation and have a positive impact on both them and the person they care for.
* Raises awareness of grants, support and resources available for transport, leisure, equipment, aids to daily living, care services, respite care/care homes, housing and financial assistance all of which would have a positive impact on the freedom, choice and independence of people with long term conditions, disabled people, older people and carers.

To carry out this role, you will require enthusiasm and commitment for the work of Disability Information Scotland, and will be a team player with a willingness and appetite to get involved with new activities.

You will be given induction and training on all aspects of this role.

All appropriate materials will be supplied by Disability Information Scotland.

A dedicated person will be available to give you continuous support, advice and guidance. Other team members will be available for help, support and advice.

Our Board are committed to continuous learning and development and working as a team to share knowledge and experience.

**Duties and Responsibilities**

As a member of the Board of Directors you will work closely with other Board members to provide governance and contribute to the overall strategy of the organisation, ensuring that it meets its objectives and primary aims as a charitable organisation. You will also be required to:

* Ensure effectiveness of, and accountability for Disability Information Scotland’s operations, aligned with our primary aims and criteria set by our funders.
* Communicate effectively with Board members, the manager and staff, as well as other stakeholders.
* Championing the primary aims of the organisation and ensuring that our work is always focused on those it works to serve.

**Essential Criteria**

You will be a credible spokesperson for the charity with the ability to communicate effectively across all levels and backgrounds.

You will be balanced in your approach to governance, able to make good decisions and communicate your thoughts and ideas to others effectively.

You will understand the duties and responsibilities of a board member and work to these accordingly.

You will understand The Equality Act 2010 and promote this legislation, embedding it in your thoughts and actions.

Applicants should also demonstrate experience in **one or more** of the areas listed below:

1. Knowledge and understanding of living with a disability, for example:
* as a disabled person
* personal or family experience
* as a carer
* experience in a work or voluntary capacity

b) Financial, especially charity accounting

c) Equal Opportunities

d) Fundraising (all sources)

e) Marketing

f) Media / PR

g) Policy Implementation

h) Political and parliamentary

**Desirable Criteria**

a) History of Sector: non-governmental organisation/wider

b) Legal (charity, company, employment, Health and Safety)

c) Consultancy

d) Research

**Time Commitment**

Board meetings are held quarterly, and you will be required to give a maximum of 20 hours per annum.

10 hours will be used for Board Meetings and 3 hours for our Annual General Meeting. Further hours may be necessary to allow for any interim meetings or training, which may arise over the course of the year, totalling a maximum of 20 hours.

Board Meetings are held quarterly and are generally held in the early evening from 18:30 to 20:00.

**Location of Meetings**

In-person Board meetings are usually held in Edinburgh. Occasionally it may be necessary to travel to other locations.

Since COVID, Board meetings have been meeting virtually using Zoom.

**Communication**

You will be required to be contactable by email and/or by phone to consult on decisions or documents which require comment between board meetings. It is vital that board members are able and willing to contribute where required, and that this is understood as a necessary part of the appointment.

**Expenses**

All reasonable expenses will be reimbursed in line with our expense policy.

For an application pack please email our Manager, Scott Stewart at scott.stewart@disabilityscot.org.uk.