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| **Role Title** | **Director**  |

**Closing date:** Friday 26th September 2025

**Interviews:** To be confirmed

**Salary:** N/A. Voluntary position, reimbursable expenses will be paid.

**Hours:** Average 2-4 hours per month but may vary according to the needs of the service.

**Location:** Meetings can be attended in person at the Dunoon Centre or online via zoom. There will also be a requirement for some home-working and attendance at online/in person training.

**Main purpose:** To ensure the sound governance of Argyll and Bute Rape Crisis.

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be an exhaustive list of all responsibilities, duties and skills required of the volunteer in this position.

ABRC welcomes the involvement of clients and survivors, but to maintain appropriate safeguards and boundaries, ex-clients and survivors are not encouraged to join ABRC Board of Directors until at least two years after they last used their support service. Any exceptions to this will be agreed by the Board of Directors.

**Overview of Role**

The Board of Directors have ultimate legal and financial responsibility for all activities of the organisation. They maintain an overview of policy and strategic direction rather than being involved in day-to-day operations.

**Key Aspects of the Role**

**Vision and Leadership**

* To be committed to the vision, mission and values of ABRC.
* To provide strategic direction, including agreeing and monitoring strategic plans.
* To keep informed about the activities of ABRC and the wider issues that affect its work.

**Accountability & Legal Responsibilities**

* To ensure that organisation complies with its governing document.
* To ensure that the organisation complies with the law, including charity law.
* To ensure that the organisation makes efficient use of resources, and that all funds are applied to its charitable remit, agreed plans, and budgets.
* To ensure that risks to the organisation, staff, volunteers, and service users are identified, at an acceptable level and are effectively managed.
* To be accountable to funders and other stakeholders.
* To personally abide by all policies and procedures

**Financial & Staff Management**

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

**Responsibilities of Individual Directors**

While the Board of Directors is collectively responsible for decisions made, it is important to be aware of the individual responsibilities and duties of directors. To fulfil their duties, directors should uphold certain values and principles. These include to:

* act always in the best interests of the organisation, ahead of any professional or personal interest
* act in accordance with the organisation’s governing document and any relevant legislation
* act with honesty and integrity, and respect confidentiality and diversity of opinion
* enhance the organisation’s reputation and take an active interest in its work
* uphold the values and principles of the organisation
* maintain good relationships with other trustees and with staff, volunteers, members and other people in the organisation
* actively contribute to the work of the board by regularly attending meetings and preparing and participating in discussion and decision-making.

**Training**

The following training will be organised and provided:

* Rape Crisis Ethos, Values & Service Standards Training
* Feminist Governance Training
* Adult & Child Protection Trainings
* Trustee Procedures & Responsibilities Training

**Times and commitment**

* Board Meetings – every quarter for 2.5 hours during the evening.
* Appropriate time to read and study all papers and reports in advance of meetings.
* Yearly AGM attendance.
* Additional training on a range of subjects including governance.
* To attend organisation events as part of the team at ABRC (International Women’s Day, 16 Days of Activism Against Gender-Based Violence, and other relevant events).
* To attend an annual team building/development day with the wider ABRC team.

**What we ask from Directors:**

* To respect the confidentiality of the service we provide
* To be honest, open and respectful towards others
* To attend all compulsory Training
* To attend at least 75% of all Board Meetings over the course of the year
* To actively contribute to good governance
* To always adhere to ABRC’s Policies & Procedures and Codes of Practice