

Glasgow ESOL Forum - Board of Directors

Director (board members) and Chair Role Description

The role of the Board of Directors is to govern, support and strengthen the work of Glasgow ESOL Forum, taking a collective lead role in determining strategic development in accordance with the organisation's Aims and Objectives as laid out in the governing document and Strategic Plans. Office bearers include Chair, Treasurer and Secretary and these roles carry additional responsibilities. The work of the Board is further supported by active subcommittee groups which are formed depending on the priorities defined by the Board. Since 2020 the subcommittees are: Human Resources, ESOL, Fundraising and Sustainability, Finance. Directors are expected to join at least one subgroup.

All directors are required to:

- ensure that the organisation complies with its Governing Document, organisation law, and any other relevant legislation or regulations
- ensure that Glasgow ESOL Forum pursues and meets its objectives as defined in its governing document and strategic plan
- ensure the organisation applies its resources exclusively in pursuance of its objectives
- contribute to the strategic direction of Glasgow ESOL Forum, in line with the strategic plan
- safeguard the good name of Glasgow ESOL Forum
- declare any conflict of interest while carrying out the duties of a trustee
- ensure the effective and efficient administration of the organisation
- ensure the financial stability of the organisation
- protect and manage the property of the organisation and to ensure the proper use of the organisation's funds
- ensure senior management receive effective support and supervision
- contribute specific knowledge and expertise to help senior managers and the Board of Directors reach sound decisions.
- attend 8-weekly meetings without un-notified absences to ensure quorum and good decision-making
- to read papers to participate fully in meetings by reading papers and reports in advance and by contributing to the preparation of the agenda
- attend sub-committee meetings, as agreed, and without un-notified absences and report to the full board at the next Board meeting
- participate in other tasks as arise, such as recruitment process of new staff or responding new policy
- attend induction and annual training
- keep informed about the activities of the organisation and wider issues which relate to its work

Role description – Chair

The purpose of the Chair is to provide leadership and direction to the Board, subcommittees and the organisation as a whole. The Chair is required to:

- Lead the board and the organisation to enable it to fulfil its purpose
- Develop and support the organisation's strategic plan through adhering to policies, risk register, governance plan and all organisational strategies
- To ensure an effective relationship between the board and staff and external stakeholders and community
- Support senior management, as required and through regular supervision sessions and personal development plans
- Support staff through developing and adhering to policies that affect staff, and continued involvement in any human resources issues that arise
- Act as a spokesperson and representative of the organisation as appropriate

Specifically

- Plan and prepare board meetings with staff and other board members
- Plan and prepare the AGM with staff and board members
- Chair board meetings ensuring:
 - A balance is struck between timekeeping and space for discussions
 - Business is dealt with and decisions made
 - The implementation of decisions is clearly assigned and monitored
 - Minutes are recorded by the Secretary and approved at the following meeting
 - A successor is appointed before the term of office finishes

Director - Person Specification

Essential criteria

- A willingness to lead the organisation
- Proven skills in strategic governance and organisational development
- Experience of team leading or chairing
- Flexible approach to working with volunteer board members and senior management
- Proven commitment to the values of the organisation
- Commitment to the promotion of human rights and social justice
- Ability to understand basic accounts and finance (training is provided where required)

Desirable criteria

Background in any of the following, whether in public, private or charity sectors: governance, strategy, policy, IT/digital, fundraising and income generation, marketing and communications, ESOL or adult learning, human resources, finance, audit and risk.