

Board Member Role Description

Background

The Office of the Scottish Charity Regulator (OSCR), the regulatory body overseeing the work of all charities registered in Scotland, publishes **Guidance and Good Practice for Charity Trustees**, a copy of which can be accessed from their website:

<http://www.oscr.org.uk/about/documentation-guidance>

As well as being a registered charity, Scottish Book Trust (SBT) is a company limited by guarantee. Each trustee is therefore also appointed as a director under the Companies Act legislation and is registered as such with Companies House.

Role of the Trustees

Charity Trustees are responsible for the general control and management of the charity's work. Although staff are employed to carry out the day-to-day operations of the charity, the Trustees remain ultimately responsible for its governance and strategy. Trustees act as a group and are collectively responsible for actions and decisions.

Trustees uphold and represent Scottish Book Trust's purpose, mission and values in both a personal and professional capacity. Trustees should:

Act with appropriate care and diligence

- By ensuring the organisation has a strategic plan which is clear in its purpose and direction
- By ensuring the charity is effectively managed, operates efficiently and works within its constitution, policies, budgets, any relevant good practice guidance and the law
- By putting the interests of the charity before their own interests or those of any other person or organisation

Show commitment and professionalism

Trustees are expected to prepare for Board meetings by reading the papers they are sent, by attending meetings regularly and by participating in discussions and the decision-making process.

Represent SBT effectively to others

Trustees are expected to act as ambassadors for SBT, using their networks and connections to help promote SBT's work and fundraising activities.

Follow the code of conduct

In carrying out their role, Trustees are expected to uphold high standards of professional behaviour. In particular, Trustees should show respect for fellow Board Members and staff; use objectivity and good judgement in their decision-making, and maintain integrity and confidentiality in the performance of their role.

Term of office

Trustees are appointed for a term of 3 years initially, with the option to stand for re-election for an additional 3-year period. At the expiry of the second 3-year period, Trustees must retire from the Board.