



Camphill Scotland

The membership body for Camphill communities in Scotland

Chair and Trustee Recruitment Pack

The national membership body for Camphill communities across Scotland, Camphill Scotland, is recruiting a new Chair to lead our Board of Directors and to guide the development of the organisation. A registered Scottish charity, our mission is to ensure that Camphill in Scotland is fully recognised for its distinctive and valuable contribution to Scottish society. We are in the process of developing a new strategy and imagining how we grow our membership services over the coming years. We are seeking a Chair and trustees who have relevant knowledge and experience to support the organisation and Director.

This pack gives more information about the role of Chair, Camphill Scotland and our current governance. We are recruiting for a Chair currently. We will also be seeking trustees to join the board in the coming months. Expressions of interest are welcome for trustee roles now.

The deadline for applications for those interested in the Chair position is Monday 25th April 2022, 5pm.

Camphill Scotland

Our mission is to ensure that Camphill in Scotland is fully recognised for its distinctive and valuable contribution to Scottish society. We are a separate organisation to Camphill; in fact, each Camphill community in Scotland is an independent registered charity with their own individual governance. Together, our members support around 600 people with learning disabilities and other support needs, ranging from children to older people.

Our work currently focuses on influencing positive policy change locally and nationally. This includes:

- Responding to policy developments and legislation affecting people with learning disabilities at Scottish and UK Government level
- Engaging with key policymakers up to Ministerial level on issues impacting people with learning disabilities
- Representing our members' interests in key policy fora, including Scottish Parliament Cross Party groups
- Responding to policy consultations initiated by the Scottish and UK Government, and by public bodies including the social care regulators, and to parliamentary inquiries
- Using social media to raise awareness and offer commentary on issues that are relevant to our work and the work of Camphill in Scotland
- Organising workshops, giving speeches and making presentations at national events
- Writing articles and making appearances on the local and national media
- Working with partners and stakeholders to promote the interest of people with learning disabilities and other support needs

Camphill Scotland's policy work focuses on campaigns that will have a much wider impact beyond the communities of Camphill.



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Our Family Network – a growing group of parents and siblings who have at least one family member who attends a Camphill community – will increasingly inform and inspire the work that we do.

Whilst our work currently focuses on national policy initiatives and supporting members with day-to-day issues such as day service cancellations, we intend to develop our membership services to increase the profile of Camphill and to encourage new networks and learning amongst our membership. We are developing our learning programme and our support for international co-workers, improving our external communications and networks, and exploring creative opportunities with new partners.

We anticipate our new Chair will take a leading role in shaping the future strategy.

Governance

Camphill Scotland is a registered Scottish charity.

Information on our current trustees can be found by [visiting our website](#).

Our governing body is composed of trustees. Each member community nominates a trustee. Members review their nomination every four years and can make a new appointment at that time. The Chair is also a trustee; the Chair is appointed for a fixed term of four years.

Key Chair responsibilities

Leading the Board:

- Chair Board meetings effectively, enabling and encouraging contributions from all trustees, ensuring that decisions are taken in the best interests of the charity
- Monitor trustees' performance and provide feedback and appraisal
- Act as figurehead / spokesperson where appropriate
- Safeguard the reputation of the organisation
- Chair sub-groups of the Board
- Ensure that trustees are fully engaged in decision-making and that decisions are taken in the best, long-term interests of the Charity and that the Board takes collective ownership

Governance:

- Ensure that the Board fulfils its duties so that it can provide effective governance and compliance with OSCR regulations
- Ensure that the organisation complies with its Article of Association and all applicable legislation and regulation
- Ensure that the Board maintains financial stability of the Charity
- Ensure that the Board is aware of and actively supports the organisation in achieving its strategic aims and mission
- Support the board to approve the annual report and accounts
- Approve the organisation's policies, and ensure these reflect current practice



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- Ensure that every trustee receives a full induction into the role of trustee, Camphill Scotland and the wider Camphill movement
- Work with the Director to maintain a regular schedule of meetings, away days and training events for the entire Council and individual trustees
- Ensure that the Board is realistic and honest with itself, assessing risks and opportunities in a timely and upfront manner
- Encourage positive change and challenging discussions
- Resolve any conflicts within the Board where necessary
- Evaluate the effectiveness and progress of the board at regular intervals, including its membership, to ensure the correct balance of skills, knowledge and experience

Staff team:

- Establish a strong and effective working relationship with the Director
- Ensure a positive working relationship between the trustees and staff team
- Support the Director as required, whilst respecting the boundaries and difference that exist between the two roles
- Work with the Director to plan meetings in advance, and to ensure that they reflect the responsibilities and boundaries of the Council
- Provide an annual appraisal and ongoing feedback for the Director
- Provide regular support, including coaching where appropriate, and act as a guide to the Director in their leadership of Camphill Scotland
- Ensure that the Director has the opportunity for professional development and has appropriate external professional support
- Oversee the employment responsibilities of the organisation, and ensure that everyone working for Camphill Scotland is protected and safeguarded where necessary
- Work with the Director to ensure that trustees and staff members take appropriate actions in a timely manner on decisions made during Board meetings
- Ensure the process of receiving, reviewing and responding to complaints is systematically followed, and act as final stage adjudicator for disciplinary and grievance procedures if required

This list is not exhaustive.

Personal Attributes

- A strong and visible commitment to the work of Camphill
- Experience of being a trustee in another organisation
- Experience of supporting a CEO or senior leader
- A sound understanding of governance
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- Ability and eagerness to commit time and energy to the role



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- Strong interpersonal and communication skills, with an ability to deputise for the Director at presentations and speeches
- Ability to offer sound advice, listen and engage effectively
- Solid networks and networking skills with a willingness to utilize them for Camphill Scotland's benefit
- Understanding of the legal duties, responsibilities and liabilities of trusteeship
- Sound independent judgement

The Chair is also expected to always act in the best interests of the charity, to bring integrity and to avoid personal conflicts of interest or the misuse of funds / resources.

Terms:

- The term of office is currently four years, with no option to serve a further term
- The post is non-remunerated but travel and out-of-pocket expenses will be reimbursed

Time commitments:

- 4 x Board meetings per year (quarterly). Where restrictions allow these will be held within Camphill communities, therefore travel across Scotland is required
- Board sub-group meetings (on average, quarterly)
- 1 x AGM (held immediately after the September Board meeting)
- Annual away day, which may include an overnight stay
- Regular catch-up with Director (minimum of once per fortnight)
- 1 x annual appraisal with Director
- Regular and consistent communication via email to offer support and advice to Director or trustees
- Keeping up to date with relevant issues in the sector and within Camphill

We estimate that the average time commitment is 12 – 14 days over a twelve-month period. The Chair's commitments and diary is always taken into consideration when planning meetings and events.

Applications

Applications should include a covering letter and CV, highlighting the necessary skills and experience you would bring to this role, along with the reasons why you wish to become Chair of Camphill Scotland.

Please email applications to jennifer@camphillscotland.org.uk with "Chair Recruitment" as the subject.

Please complete the anonymised [Equal Opportunities Form](#).

If you require this information in a different format please call or email jennifer@camphillscotland.org.uk

For an informal discussion with our Director and/or current Interim Chair, please contact Jennifer to arrange.



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Recruitment timetable

The **closing date** for the role of Chair of Camphill Scotland is Monday 25th April 2022, 5pm.

Interviews will be held in person week beginning 2nd May 2022.

All candidates will be notified of their application outcome by Thursday 28th April at 12pm.

Thank you for your interest in Camphill Scotland



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