

The Board of Directors and posts of Chair, Secretary and Treasurer

The primary objective of Brixham Future CIC is to initiate and support positive change by accessing funds and undertaking community action projects. This will be achieved by focusing on a range of low cost, short time-scale, high impact, local projects mainly led by local volunteers.

All our Directors have a number of legal duties. They are elected for a limited term and are eligible to be re-elected once. These are unpaid positions. The main duties of all Directors are to ensure compliance with our constitution and legislation. This involves:

- Contributing on strategic direction, developing our policies and evaluating performance.
- Ensure the financial stability and good management of Brixham Future CIC.

We will on a regular basis seek local people to fulfil these responsible posts. They must have:

- A willingness to devote the necessary time, effort and work as part of a team
- Strategic vision and good, independent judgement with a sense of humour
- An ability to think creatively and a willingness to speak their mind
- Acceptance of Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

The Chair

The Chair should use any specific skills, knowledge or experience to help fellow Directors reach sound decisions. The main duties include:

- Utilising contacts, networking, setting agendas, chairing Board meetings
- Giving direction to Board policy-making and acting as a spokesperson
- Writing board papers, leading discussions and ensuring decisions are implemented
- Focusing on key issues and providing guidance on new projects

The sort of personal qualities we are looking for in our Chair include strategic vision, good, independent judgement, impartiality and respect for confidences. We also require a chair with proven leadership and interpersonal skills, experience of Board work, tact and diplomacy.

The Treasurer

The Treasurer must help the Board reach sound decisions. This will involve scrutinizing board papers, focusing on key issues and providing guidance on issues. The main duties include:

- Approve and present budgets, accounts and financial statements to the Board
- Ensuring that appropriate accounting procedures and controls are in place
- Advising on the financial implications of project plans
- Ensuring equipment and assets are adequately maintained and insured

The sort of personal qualities we are looking for in our Treasurer include good, independent judgement and willingness to speak their mind. We also require an accountancy qualification and experience of finance, fundraising and pension schemes. Finally we need a Treasurer with the skills to analyse proposals and financial consequences.

The Company Secretary

The Company Secretary should use any specific skills, knowledge or experience to provide advice to the Board. The main duties include either personally or by delegation:

- Minute the meetings and circulating the draft minutes to all Directors.
- Circulate agendas of Board meetings and minutes and general meetings
- Act as company secretary where this role is not delegated to staff

The sort of personal qualities we are looking for in our Treasurer include good, independent judgement and willingness to speak their mind. The ability to work effectively and get things done.

If you are interested in becoming a Board Member OF Brixham Future CIC and require our recruitment pack please contact us specifying which post(s) at john@caracommunity.co.uk or telephone 01803852270 for an informal chat.

Any Applications must consist of a Personal Statement and full CV total no more than 3x A4 pages.