

Volunteer Role Description



Volunteer Role: **Management Committee Member**

Support Person	Guidance: Chief Executive Officer
Role Purpose	The purpose of the role of a Management Committee member is to work with other Management Committee members to govern CAPS Independent Advocacy, including overseeing legal and financial matters.
Duties & Responsibilities	<ul style="list-style-type: none"> • To act in the best interests of CAPS, putting its interests before your own or those of any other person or organisation. • To ensure that CAPS operates in a manner that is consistent with its purposes, i.e. to advance and promote human rights; facilitate community development and educate people in Scotland about mental health issues through the provision of: <ol style="list-style-type: none"> i. independent collective advocacy to people who are experiencing, or have experienced mental health issues; ii. independent individual advocacy to people experiencing disadvantage and who need help to express their views and wishes; iii. education and information sessions informed and led by people with experience of mental health issues. • To act with the care and diligence that it is reasonable to expect of a person who is managing the affairs of another person. • To ensure that CAPS complies with the provisions of the Charities and Trustee Investment (Scotland) Act 2005. • To work in line with CAPS constitution.
Tasks	<ul style="list-style-type: none"> • Maintain confidentiality. Management Committee members are trusted with privileged information relating to the governance of CAPS and all business discussed must remain confidential at all times. • Attend meetings every 2 months • Read Management Committee papers and reports and come to meetings prepared and informed. • Report any conflict of interest that may influence your decision making or objectivity. • Maintain an objective approach. • Listen to and respect other members' views. • Make decisions on governance issues.

Desirable Skills & Qualities	<ul style="list-style-type: none"> • Knowledge of Independent Advocacy. • Knowledge of the work that CAPS does. • Knowledge of the duties of a charity trustee. • Knowledge of the effects of living with mental health issues – lived experience is an advantage but not essential. • Understanding of conflict of interest and awareness of how this relates to your own situation. • Ability to work as part of a team. • Good communication skills. • Ability to listen effectively. • Ability to analyse and process information objectively, consider strategy and assess risks. • Commitment to work to CAPS values. • Reliability and punctuality. • Good organisational skills. • Decision making. • Discretion.
Commitment	<ul style="list-style-type: none"> • 2 to 3 hours meeting every 2 months. • Occasional special Management Committee meetings. • Occasional training and development days with CAPS staff. • Attendance at the AGM. • Ideally members commit to a minimum of 12 months service.
Support & Training	<ul style="list-style-type: none"> • CAPS induction and training for Management Committee members. • Attendance at external training on duties and responsibilities of Charity Trustees. • Opportunity to attend specific skills training as identified. • Guidance and support from the CEO & Office Administrator.
Location	CAPS Management Committee meetings are held at Old Stables, Eskmills Park, Musselburgh, EH21 7PQ.

More information about the role of a Management Committee member can be found on the Scottish Charity Regulator (OSCR) website
www.oscr.org.uk/guidance-and-forms/guidance-and-good-practice-for-charity-trustees

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