

# 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"> <li>• To act in the best interests of CAPS, putting its interests before your own or those of any other person or organisation.</li> <li>• 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"> <li>i. independent collective advocacy to people who are experiencing, or have experienced mental health issues;</li> <li>ii. independent individual advocacy to people experiencing disadvantage and who need help to express their views and wishes;</li> <li>iii. education and information sessions informed and led by people with experience of mental health issues.</li> </ol> </li> <li>• To act with the care and diligence that it is reasonable to expect of a person who is managing the affairs of another person.</li> <li>• To ensure that CAPS complies with the provisions of the Charities and Trustee Investment (Scotland) Act 2005.</li> <li>• To work in line with CAPS constitution.</li> </ul>
Tasks	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Attend meetings every 2 months</li> <li>• Read Management Committee papers and reports and come to meetings prepared and informed.</li> <li>• Report any conflict of interest that may influence your decision making or objectivity.</li> <li>• Maintain an objective approach.</li> <li>• Listen to and respect other members' views.</li> <li>• Make decisions on governance issues.</li> </ul>

Desirable Skills & Qualities	<ul style="list-style-type: none"> <li>• Knowledge of Independent Advocacy.</li> <li>• Knowledge of the work that CAPS does.</li> <li>• Knowledge of the duties of a charity trustee.</li> <li>• Knowledge of the effects of living with mental health issues – lived experience is an advantage but not essential.</li> <li>• Understanding of conflict of interest and awareness of how this relates to your own situation.</li> <li>• Ability to work as part of a team.</li> <li>• Good communication skills.</li> <li>• Ability to listen effectively.</li> <li>• Ability to analyse and process information objectively, consider strategy and assess risks.</li> <li>• Commitment to work to CAPS values.</li> <li>• Reliability and punctuality.</li> <li>• Good organisational skills.</li> <li>• Decision making.</li> <li>• Discretion.</li> </ul>
Commitment	<ul style="list-style-type: none"> <li>• 2 to 3 hours meeting every 6 weeks.</li> <li>• Occasional special Management Committee meetings.</li> <li>• Occasional training and development days with CAPS staff.</li> <li>• Attendance at the AGM.</li> <li>• Ideally members commit to a minimum of 12 months service.</li> </ul>
Support & Training	<ul style="list-style-type: none"> <li>• CAPS induction and training for Management Committee members.</li> <li>• Attendance at external training on duties and responsibilities of Charity Trustees.</li> <li>• Opportunity to attend specific skills training as identified.</li> <li>• Guidance and support from the CEO &amp; Office Administrator.</li> </ul>
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](http://www.oscr.org.uk/guidance-and-forms/guidance-and-good-practice-for-charity-trustees)

Updated: August 2021