



## **We are recruiting board members for Outside the Box**

### **About Outside the Box**

Outside the Box is a voluntary organisation that began in 2004. We are a company limited by guarantee and registered as a Scottish charity. Most of our work is in Scotland, with partnerships with people in other parts of the UK.

There is more about our work at [www.otbds.org](http://www.otbds.org)

Outside the Box has seen many changes over the past few years.

- In early 2016 there were 3 members of staff, all full-time and working from the office base in Glasgow. At mid 2019 we have 20 people working for us: 7 full time and 13 part-time, with clusters of work in local areas - Perthshire, Angus, Scottish Borders and Falkirk - as well as the general development support based in Glasgow that covers a wide geographic area.
- We provide development support to local groups and other people who are doing innovative things to benefit their communities, and do not usually deliver direct services ourselves.
- The number of projects and people we work with has grown. We are now working directly with 50-60 groups, working alongside around 2,500 people each year, and the activities and services they develop then support a further 7-8,000 people. The biggest change has been in the range of circumstances of the people involved.

In early 2019 we set a strategic plan for the next 5-10 years that sets out how we want to build on the work we have done and have a more diverse range of income sources.

### **About the role of board members**

The members of the board of Outside the Box are responsible for the governance and overall direction of the organisation:

- Ensuring that we fulfil our aims, which are advancing people's health and wellbeing, and encouraging participation and citizenship
- Maintaining the values through all aspects of what we do and how we work
- Fulfilling the role of a company director and following the good practice set by Companies House
- Fulfilling the role of a charity trustee and following the good practice set by OSCR.

Board members are not responsible for the day-to-day operations, which are carried out by the Chief Executive and the staff team. The broad strategy is set in a planning process that involves the board and staff team.

These are the qualities and support that board members are expected to bring or learn

- Understanding and sharing the values of Outside the Box
- Understanding the community development approach and innovative ways of working that underpin the work of Outside the box and the context in which we work
- Understanding the strategic direction in our current 5 year plan and participating in the on-going development of the organisation
- Acting in the best interests of the organisation
- Giving enough time to participate in the work of the board: this includes coming to meetings (currently once every 2 months) and occasional day-long development sessions, and keeping in touch with the work of the organisation
- Contributing to the collective responsibility of the board
- Respecting and the contributions that everyone in Outside the Box brings to the work we do.

There is a full description of the roles of a charity trustee and other useful resources at <https://www.oscr.org.uk/guidance-and-forms/guidance-and-good-practice-for-charity-trustees/>

### **Board members supporting the financial aspects of Outside the Box**

We want people to join the board who will also give focussed support to the financial aspects of delivering what we do and developing the organisation.

The day to day finance function is led by the Chief Executive and undertaken by her and other staff. We are developing our internal systems, including finance systems, to support the increased range and volume of work: recent changes are still settling in and we are identifying more ways to strengthen what we do.

The board plans to have a Finance sub-committee, which will support staff in delivering the finance functions and support the board in its collective responsibilities. The roles of the board members on this sub-committee are working with key staff to:

- Support the board a whole in its role in the financial review and planning for the organisation
- Review regularly the management accounts and what they mean for the organisation
- Plan ahead and helping to identify ways the organisation secures the income to delivering our strategic plans and achieve our objectives
- Continue to develop our finance systems
- Providing the board role in the donations and fundraising policy

- Working with staff to identify financial risks the organisation could be facing and suggest suitable action
- Work with the auditor on the annual audit of the organisation's accounts and processes
- Work with the auditor to identify sources of external advice on financial and related matters for the board, if this is needed.

The members of the sub-committee are the point for authorising some payments before they are made each month and discussion with the staff team of any finance-related matters that may arise.

Within this, one member of the sub-committee will take on the role of Treasurer:

- Leading the work of the finance sub-committee
- Signing off the annual accounts on behalf of the board
- Fulfilling the Treasurer role when this is required, for example as a signatory for some grant applications.

### **Contact for further information**

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