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**Playing your part on the Regional Trustee Board**

The

Programme Team

The Trustee Board

The

Volunteer

Development

Team

**West Region**

The

Support

Team

The

Regional Leadership

Team

**Trustee role description**

**and person specification**

**Welcome**

Welcome from the Regional Chair

Thank you for your interest in this important role within West Region.

As a Trustee, you would make an important contribution at a Regional level to a highly trusted and widely respected youth organisation. Now, as never before, our young people need **#skills for life** to prepare them for the future. This can only happen by ensuring that we have solid foundations for Scouting across the Region supported by our adult volunteers. West Region needs individuals on the Trustee Board who have experience in the voluntary sector or in Scouting at all levels to ensure the Region is supported by sound governance and effective management.

The Regional Trustee Board is made up of individuals whose collective skills and knowledge ensure that Scouting is run safely and legally. At the heart of their role is a focus on strategy, performance and assurance.

The Trustee Board would especially welcome applications for adult volunteers in the 18 to 25 age range.

It is a great privilege to lead our Trustee Board, and I hope that you will consider joining us.

Yours in Scouting

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Donald Gordon

Chair, Regional Trustee Board

**Trustee Role Description**

Our vision for 2026 and beyond

Our Regional Trustee Board members can often be the invisible volunteers in Regional Scouting. But their role means that as Trustees, they are responsible for the management and governance of Scouting across the Region.

The Regional development has at its core, the preparation of our young people who have **#skills for life**, delivered across our five Districts and Lapwing Lodge, by amazing adult volunteers who, week on week, deliver inspirational programmes. In the years ahead, the Region will continue to grow and develop Scouting shaped by young people and increase the impact of our youth-based organisation in our communities.

Scouting and West Region are values-based movements, and the values of Integrity, Respect, Care, Belief and Cooperation are the key foundations of everything we do.

**Role purpose: To develop West Region Scouts in keeping with its charitable objectives and by good governance.**

Our Trustees support the delivery of exciting, safe programmes, and although not a visible role, it is an essential one that exercises effective control, making sure that the Region functions within the legal and financial requirements of a charitable organisation that strives to achieve best practice.

Together, Trustees make sure the Region is well managed, risks are assessed and mitigated, buildings and equipment are in good working order, and everyone follows legal requirements and Policy, Organisation and Rules (POR).

The Trustee Board must act in the charity’s best interests, acting with reasonable care and skill and take steps to be confident that:

West Region is:

* well managed
* carrying out its purposes for the public benefit
* complying with the charity’s governing document and the law
* managing the charity’s resources responsibly

**And that the Region:**

1. is operating compliant with Policy, Organisation & Rules (POR), including effective management of the key policies listed in chapter 2 - equal opportunities, privacy and data protection, religious, safeguarding, safety, vetting, youth member anti-bullying policies.
2. ensures that young people are meaningfully involved in decision making at all levels
3. plan so that there are sufficient resources (funds, people, property and equipment) available to meet the planned work of the Regional Teams to enable the delivery of high-quality programme and youth training programmes to support Scouting at a District and Group level
4. has a positive image in the local community

**The Trustee Board members must themselves collectively:**

1. develop and maintain a risk register, including putting in place appropriate mitigations
2. ensure that the Region’s finances are properly managed, including development and maintenance of appropriate budgets to support the work of the Region
3. maintain and manage:  
      - a reserves policy (including a plan for use of reserves outside the

‘minimum’)   
   - an investment policy  
   - a public benefit statement for the Region

1. ensure that people, property and equipment are appropriately insured, and that any property and equipment owned or used by the Region is properly protected and maintained
2. promote and support the development of Scouting across our five Districts
3. ensure the appointment and management and operation of any sub-committees, including appointing a chair to lead the sub-committee in accordance with our Byelaws
4. ensure that effective administration is in place to support the work of the Trustee Board
5. appoint any Administrators, Advisers and co-opted members of the Trustee Board
6. ensure transparency of operation, including:
7. prepare and approve the annual accounts and arrange their sign-off of by an auditor, independent examiner or scrutineer as appropriate and as appointed by the Scout Council at their Annual General Meeting (AGM)
8. prepare and approve the Trustees’ annual report (which must include the annual accounts)
9. present the approved Trustees’ annual report and annual accounts to the Regional Scout Council at the AGM
10. following the AGM, ensure that a copy of the trustee annual report and accounts is filed with the appropriate charity regulator. In the case of Scottish Scouting, this is the Scottish Charity Regulator, OSCR
11. ​​​​​​​ take responsibility for adherence to data protection legislation (GDPR), recognising that, dependent on circumstances, it will at different times act as a data controller and as a data processor
12. ​​​​​​​ individually and collectively maintain confidentiality regarding appropriate trustee board business

**where staff are employed at Lapwing Lodge**

* act as a responsible employer in accordance with Scouting’s values and relevant legislation
* ensure that effective line management is in place for each employed staff member and that these are clearly established and communicated
* ensure that appropriate specific personnel insurance is in place

**Trustee person specification**

**N.B.** For any candidate applying as an 18-25-year-old Trustee, it is not expected that the full specification can be met.

* **Leadership Experience:**

Demonstrable experience in a leadership role within the charity, youth, or public sectors is crucial.

* **Passion for Young People:**

A genuine commitment to supporting the personal development of young people, aligning with the values of Scouting.

* **Charity Governance Understanding:**

A strong understanding of the legal responsibilities of charity trustees under Scottish law.

* **Strong Communication:**

Confident and effective communication skills, including the ability to challenge in a constructive manner.

* **Governance Skills:**

Demonstrates strong governance skills, including strategic thinking, decision-making, and the ability to manage risks.

* **Commitment to Volunteering:**

A strong belief in the value of volunteering and a commitment to supporting volunteer development.

* **Knowledge of Fundraising:**

Understanding of fundraising principles and practices would be an advantage.

* **Digital Skills:**

Ability to work remotely using technology, access information online, and participate in virtual meetings.

* **Understanding of Scouting:**

Ideally, familiarity with Scouting's purpose, values, and structure.

* **Commitment to Equality and Diversity:**

A demonstrated track record of promoting equality and diversity.

* **Enthusiasm and Time Commitment:**

Enthusiasm, energy, and the willingness to dedicate the necessary time and effort to the role.

**Desirable Skills and Attributes:**

* **Prior Experience in Scottish Youth Organisations:**

Experience in a Scottish youth or volunteer-focused organisation would be beneficial.

* **Specific Sector Experience:**

A background in marketing, communication, fundraising, legal, or risk management could be valuable.

* **Networking:**

Wider involvement with the voluntary sector and other networks would be an advantage.

* **Strategic Vision:**

Ability to think strategically and contribute to the long-term vision of Scouts Scotland.

Important Considerations:

* **Eligibility:**

Individuals must be eligible to be a charity trustee in Scotland (check oscr.org.uk for details).

* **Time Commitment:**

Trustees should be able to commit the necessary time to attend meetings and other activities.

* **Confidentiality and Integrity:**

Trustees must maintain confidentiality and act with integrity and impartiality.

* **Conflict of Interest:**

Trustees must be aware of their obligations regarding conflicts of interest and act in the best interests of the charity.

* **Training and Induction:**

Trustees will be expected to complete relevant training, including trustee induction and "Growing Roots".

