



Highland Children and Young People's Forum Trustee Recruitment

Highland Children & Young People's Forum is seeking to recruit up to three new Trustees as members of our Board, to join us at an exciting time for the Forum as we develop and expand a range of projects and embark on a process of revisiting the charity's objectives, identity and communications prior to a potential relaunch.

Highland Children and Young People's Forum (HCYPF), a Scottish Charitable Incorporated Organisation, is a dynamic organisation working across Highland to empower children and young people with challenges in their lives to be active participants in their personal plans, and to directly influence service development and policy design. The Forum seeks to stay at the front of policy development and service evaluation to ensure that the voice of children and young people is influential in bringing about better outcomes for them and their families.

The Forum's charitable objectives are: *To advance human rights, promote equality and diversity and relieve those in need by contributing to towards the provision of highest possible standards of services in Highlands for the benefit of children and young people with additional support needs.*

You can find out more about our work on our [website](#) and [Facebook page](#).

The Board of Trustees consists of a lively group of people from a variety of life experiences who share a passion for the empowerment of children and young people. The Board are responsible for setting the strategic direction of the organisation, for overseeing the legal and practical obligations of being an employer and running the organisation, while also ensuring that the organisation's charitable aims are met.

Anyone who shares that passion could have something to offer the Board. In particular, the board would seek to include people with:

- Lived experience as parent carers
- Relevant financial, legal and/or business experience
- Relevant public or third sector experience
- Experience and expertise in marketing and public relations
- Experience in human resources

You can see short videos of current members talking about their roles at these links:

Jim Gilzean: <https://youtu.be/jnu81HP9DDY>

Kirsty Hunter: https://youtu.be/mlzO7IEI_mk

Jenni: <https://youtu.be/RM66grABNPE>

Sarah: <https://youtu.be/OUFax-RBEkk>

Requirements of Trustees

Trustees are expected to attend monthly board meetings, or to submit apologies. The meetings are split equally between ordinary and development board meetings. Meetings normally last two hours and are normally held during the day.

Trustees will also be asked to attend member meetings, usually lasting two hours, including the AGM and any special or extraordinary general meetings. Trustees will also have the opportunity to be involved in sub-groups or other events.

Term

Trustees will normally serve 12 months (from AGM till AGM). Trustees can stand for re-election at the AGM. A board member may be asked to leave the post at any time based on the decision of the remaining board members, as per the HCYPF constitution.

Responsibility

The Trustee will be responsible to the Board. Each Trustee must meet the Charitable Trustee Legal Duties (itemised in Trustee Booklet).

Remuneration

The positions are voluntary and not remunerated. Out of pocket expenses will be paid in line with our policies.

Training

Board members will receive full induction, along with access to further training / learning.

Equal Opportunities

We are committed to creating an inclusive environment where all people can contribute to reach their full potential, regardless of individual characteristics or circumstances. We welcome Board Member applications from all suitable candidates regardless of gender, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

Recruitment process

Applications to join the Board as a Trustee should be submitted by Friday 17 March 2021. Interviews will held by Zoom in the week beginning 29 March. Successful applicants will be initially co-opted onto the Board and may then stand for election at the AGM in July.

For more information or an informal discussion, please make initial contact by email with Board Chair Norman MacAskill at chair@hcypf.org