

Board Member of Bethany's Legacy CIC - Role Description & Person Specification

VOLUNTARY ROLE

Board Members of Bethany's Legacy CIC will be working towards providing opportunities for bereaved families to get in touch on a social level with other bereaved families and have opportunities to go on social events and activities.

Responsibilities

- To attend meetings of the Board (approximately 6 per year) plus AGM.
- You will also be assigned a sub-committee of your choice acting under one of the aims of Bethany's Legacy CIC. These sub-committees meet quarterly.
- To act as the accountable mechanism for Bethany's Legacy CIC as an organisation responsible to its members and other funders.
- To contribute to the strategic direction of the organisation.

Notes

- Board meetings are usually held at a midlands-based venue on a weekend afternoon (from 1pm – 4pm.) The new Board will review the time of meetings. Refreshments are provided.
- Bethany's Legacy CIC is an organisation committed to inclusiveness and as such is open to changing arrangements to best meet the needs of Board members.

Person Specification

- Must have a minimum of 3 years' experience of either volunteering, fundraising or event management.
- Must be willing to utilize their skill sets to meet the aims and objectives of the CIC through the company strategic and operational plans.
- Must be able to meet deadlines agreed by the Board and understand the importance of the impact on other board members.

Application Process

- Please send an up to date CV and covering letter showing how you meet the above person specification to Colleen Preston, Secretary using the contact details below by **Friday 6th September 2019**