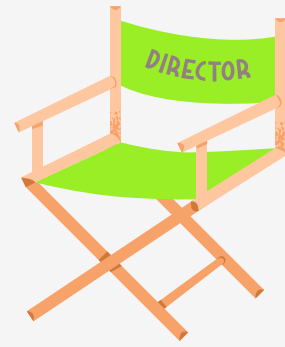


Volunteer Role Description

Non-Executive Director



What will I be doing?

- Non-Executive Directors play a vital role in ensuring that Cup-O-T is focused on its strategic direction.
- As a member of the Board you will have responsibility to ensure that all legal and funding requirements are met in line with national governance, finance and operational standards.
- Ensuring Cup-O-T and its team work within the guidelines of the sector and in accordance with the governing document.
- Determine the overall direction and strategy of the organisation and its future.
- Uphold Cup-O-T's policies and procedures and act at all times in the interest of the organisation and our beneficiaries.
- To oversee Cup-O-T's finances and accounts and ensure funds are being allocated efficiently
- To meet with and communicate with board of directors regularly
- Building relationships and representing Cup-O-T at community, council and partnership meetings

Safeguarding

- Adhere to safeguarding policy and procedures
- Report any safeguarding incidents or concerns to the Designated Safeguarding Lead
- Complete safeguarding training as required



Who we're looking for

- An understanding of, or interest in, the VCSE sector
- Experience of working in a strategic way - paid or voluntary
- Creative approach to problem solving
- An understanding of the legal duties and responsibilities of a director, or a willingness to learn
- Willing to act as the organisation's ambassador
- Demonstrated knowledge and experience of VCSE fundraising and finance practices
- Good communication and leadership skills
- Competent use of IT skills
- Skills and experience in one or more areas of non-executive governance and management
- Experience of Trusts or other grant giving bodies
- Experience as a chair or a board of directors/trustees is desirable
- Experience of health commissioning, contracts and tenders is desirable



Practical information

Where: Online or meetings at our office in Wymondham

When: Board meetings bi monthly/6 times per year. It is expected trustees spend at least 1 hour per week on their duties

Transport: Meetings can take place online

Accessibility: If you have accessibility needs please contact us to discuss.



Contact information

Jemima Tash (Business Administrator) - Mon-Fri 8.30am-1.30pm
jemima.tash@cup-o-t.co.uk



Cup-O-T:
Wellness and Therapy Services.