



# TRUSTEE RECRUITMENT

INFORMATION PACK (Feb 2025)

# Trustee recruitment



**Thank you for your interest in our trustee vacancies. We hope you find the following information useful. For more information please call 07747865291 or email [info@sayfc.org](mailto:info@sayfc.org)**

We are seeking to recruit the following SAYFC Board of Trustees:

- SAYFC member trustees x 4

The term of office for trustees will be two years with an option to serve up to a further two years.

## About us



SAYFC is a membership organisation for and run by young people from across Scotland.

We are Scotland's largest rural youth organisation with over 3,700 members and provide a social network full of opportunities to meet new people, share new experiences and grow your skills across the arts, rural and agri, personal development and sport.

Whatever a young persons interest, there will be a place for them at SAYFC.



# How to apply



## How to apply:

By Friday 04 April 2025 please send the following to [info@sayfc.org](mailto:info@sayfc.org)

- A CV
- A supporting statement, no longer than one pages, providing clear evidence of how you meet the requirements within the role profile, what can you contribute to SAYFC and what you hope to gain from volunteering with us.

| **SAYFC Member trustees** will be elected at the EGM by members of the National & Regional Committee members as per SAYFC constitution.

# Role: Trustee

(member & non member)



The role of trustee directors is the same irrespective of how they have been appointed to the board (ie. board appointment or member election). As noted below, some trustee directors will have specific additional roles to perform if they Chair or are involved in board committees or the wider operational committees. The essential tasks of the trustee directors are to:

- Set and maintain the vision, mission and values of the organisation.
- Develop direction, strategy and planning.
- Ensure the organisation has the structure and resources for its work.
- Establish policies and procedures to govern organisational activity, including guidance for the board, volunteers and staff.
- Establish systems for reporting and monitoring.
- Manage risk and ensure compliance and accountability with the constitution, external regulators and the law.
- Make certain that the financial affairs of the organisation are conducted properly and are accurately reported.



# Time Commitment



## Time Commitment:

It is expected trustees are expected to undertake the following:

- A comprehensive induction and ongoing trustee development programme
- Six to eight board meeting a year, including in the initial year sessions to create SAYFC strategic plan. Meetings will be held in person at a central location, on a Saturday or Sunday.
- Where appropriate to sit on at least one Board sub-committee, with an average of four to six meetings a year per sub committee
- Regular review meetings with the Chair and Chief Executive
- To promote, attend and support SAYFC events