



Crew 2000 Scotland Board of Trustees Recruitment 2023

Thank you for taking an interest in becoming a member of the Board of Trustees at Crew 2000 (Scotland). Members of the Crew Board of Trustees are known in our Articles of Association (one of our governing documents) as 'Member Directors'.

This information is to help you decide if you are eligible and willing to become a Trustee/ Member Director.

Crew is both a Company and Scottish Charity; Trustees/ Member Directors will therefore become Directors of the Company and be registered with Companies House

Crew is an internationally-known organisation which has grown from a peer led co-operative to become one of the most respected organisations in the field of psycho stimulant substance harm reduction. Positioning close to the sites of substance use in the night life scene and social economy means Crew can identify new substances and trends in use. We use this intelligence to design information and responses to reduce the harm for fellow citizens. Crew has developed a [Stepped Care Approach](#) to provide appropriate and proportionate responses for people around drug taking; please see <http://www.crew.scot> for more information on the services we provide.

What does our Board do?

- Sets and maintains our vision, mission and values
- Develops our direction, strategy and planning
- Ensures Crew has the structure and resources for its work
- Establishes or oversees policies and procedures to govern Crew's activity, including guidance for the Board, volunteers and staff
- Establishes or oversees systems for reporting and monitoring
- Manages risk and ensures compliance and accountability with the governing document, external regulators and the law
- Makes certain that Crew's financial affairs are conducted properly and are accurately reported

Please read the attached OSCR (Office of the Scottish Charity Regulator) Guidance for Charity Trustees guidance on the general and specific legal responsibilities of charity trustees. These apply to all 'Member Directors,' including Directors Elected by Volunteers, and include fundraising.

Section 66 of the Charities and Trustee Investment (Scotland) Act 2005 (the Act) describes four general duties of charity trustees which are fundamental to their role as a charity trustee. Charity trustees are required to comply with these while carrying out their functions as a charity trustee.

A charity trustee must:

- Act in the interests of the charity
- Seek, in good faith, to ensure that the charity operates in a manner that is consistent with its objects or purposes

- Act with the care and diligence that it is reasonable to expect of a person who is managing the affairs of another person
- Ensure that the charity complies with the provisions of this Act, and other relevant legislation

Practical Responsibilities as a Crew 2000 Scotland Trustee/Member Director

Member Directors:

- Reading and reflecting on reports, accounts and updates in advance of Board Meetings, every 2 months
- Contributing agenda items in advance of meetings
- Contributing to strategic planning

Chair of Crew

- Chairing meetings
- Consulting on agenda items in advance of meetings
- Providing managerial Support and Supervision and challenge to the CEO
- Ensuring Board meetings are run competently

Finance Director (standing Sub Committee)

- Overseeing financial function of Crew
- Ensuring staff compliance with policy and financial regulations
- Reviewing, understanding, advising and communicating with the Board on company budgeting and accounts
- Assisting in preparation of end of year report and accounts
- Ensuring Finance Sub Committee meetings are run competently
- Preparing agendas for the meeting (in consultation with CEO and Management Accountant)
- Attending regular Finance Sub Committee meetings

Human Resources (HR) Convener (standing Sub Committee)

- Responsible for ensuring Crew adheres to law relating to employment
- Helping formulate and review Human Resources policy, guidelines and procedures
- Advising on or providing guidance on handling internal issues (Crew also has external support from our Employers' Advice Service via Glasgow Council for Voluntary Services)
- Advising on staff training and professional development
- Ensuring HR Sub Committee meetings are run competently
- Preparing agendas for the meeting (in consultation with CEO)
- Attending regular HR Sub Committee meetings

How to apply:

- 1. Recruitment process:** Open recruitment process – your application form should be completed and returned to us and, after shortlisting, an interview by a panel will take place for candidates meeting the essential criteria at 6 Anchor Close EH1 1PB or via Zoom/Teams if required.

Members of Crew may also nominate themselves or another member (providing they have consented to be nominated) for election to the Board prior to our Annual General Meeting and will be invited to do so in advance of each AGM.

All Trustees/Member Directors need to be able to meet the criteria for being a Company Director or Charity Trustee. You can find guidance on the criteria for Company Directors at <https://www.gov.uk/guidance/being-a-company-director> and the duties of Charity Trustees in the

attached OSCR Guidance for Charity Trustees (Office of the Scottish Charity Regulator) or on <https://www.oscr.org.uk/guidance-and-forms/trustee-information-and-guidance-pack/>.

Crew full Board 'Trustees/Member Directors' can only be voted onto the Board at the Annual General Meeting (AGM) **however** co-option onto the Board throughout the year is possible to a maximum of two co-opted members at any time.

The maximum number of 'Member Directors' at any one time is ten, including Directors Elected by Volunteers.

The maximum number of 'Member Directors' to be elected at any AGM is six, and the minimum is three.

More information: If you would like an informal chat about becoming a trustee or matters relating to it, please call our Chief Executive Officer Emma Crawshaw on 07817483016.

2. Person Specification

Essential Criteria:

- Experience of strategic decision making
- Living or lived experience of nightlife settings
- Working knowledge and understanding of financial measurements
- Commitment to Crew's organisational values:
 - Accepting: "non-judgemental, unconditional positive regard"
 - Genuine: "being genuine and real with each other"
 - Empathic: "walking in someone else's shoes as if they were your own"
 - Justice-focussed: "acting to change the balance of power towards justice, equality and human dignity"
 - Accountable: "we trust in our courage to own mistakes and learn from them; we are realistic about what we commit to do, and we do it"
- Commitment to Crew's harm reduction ethos
- Commitment to Crew's understanding of the need to work with people to effect positive changes
- Knowledge and understanding of accounting and finance
- Knowledge and understanding of charity law
- Knowledge and understanding of fundraising
- Knowledge and understanding of tendering
- Not being subject to a disqualification order issued by a court of law under the Company Directors Disqualification Act 1986
- Not being disqualified from acting as a company director by virtue of any provision of the Act or from acting in the management of a Scottish charity by virtue of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 (or any statutory re-enactment or modification of this Act)

Desirable Criteria:

- Previous experience on a Board of Trustees
- Financial management/accounting experience (essential if Finance Director)
- Experience of working/volunteering in a Scottish charity
- Experience of successful fundraising
- Experience of developing successful competitive tenders
- Experience of successful digital development