# Dorset VCS Assembly

**Governance Board Member - Role Description**

**Accountable to:** Voluntary and Community Sector (VCS) in Dorset

**Reporting to:** VCS in Dorset

**Commitment:**  Preparing for and attending at least six meetings per year with related communication and actions. Meetings will be between 2 and 3 hours, tbc.

**Remuneration:** Honorarium of £1,000 per year  
plus travel costs and expenses.

## Governance Board Context

The [Terms of Reference](https://www.helpandkindness.co.uk/public/files/22_06_13%20Dorset%20VCSA%20Terms%20of%20Reference%20FINAL.pdf) state that;

“The Dorset VCSA has two layers which reflect the needs to work at both operational and strategic levels and be fully accountable to the VCS.

1. The Engagement Group facilitates, connects and serves the VCS in these aims through its practical actions.

2. The Governance Board oversees the accountability of the Engagement Group in meeting and shaping the Assembly’s aims and activities.”

And that;

"The Governance Board is responsible for building and maintaining a relationship of Trust between the Dorset VCSA, the Engagement Group, and the VCS, and in turn with wider Sector partners.

The Governance Board will oversee the work of the Engagement Group, and provide management of the Terms of Reference for the Dorset VCSA, management of the composition of the Engagement Group, and hold the Engagement Group accountable to the Values and Objectives of the Dorset VCSA.

The Governance Board will be responsible to the wider VCS who will be able to stand for election to the Board as well as communicate with the Board about their ideas and concerns.

Board Members will be expected to act in an independent, impartial and inclusive manner, and declare any interests that may be construed as influencing their independence and impartiality."

The role of the Board Members is precious and vital to the running of the Assembly and safeguarding the trust and good management of the Assembly and those it serves.

The Governance Board will comprise 11 Members, including a Chair and Vice Chair.

“Membership will be invited from across the spectrum of Dorset’s VCS with a maximum of eleven members who are committed to attending meetings.

“Board members will be [appointed] to the Dorset VCSA Governance Board [by an Independent Appointments Panel] ensuring that the spectrum of community organisations, groups, individuals and networks are adequately represented. The intention is to have a workable and focused group who are committed to their role and are able to provide a range of perspectives from their experiences, knowledge and linkages.”

A Chair and Vice Chair will be elected once the Board has been appointed.

More information about the VCS Assembly and the Governance Board can be found here:

[#HelpAndKindness](https://www.helpandkindness.co.uk/dorset-voluntary-and-community-sector-assembly-dorset-vcsa) [Community Action Network](https://www.can100.org/dorset-vcs-assembly)

## Role Description

As a Member of the Governance Board, you will be part of a team responsible for nurturing and maintaining a relationship of Trust between the Dorset VCSA, the Engagement Group, and the VCS, and in turn with wider sector partners, supported by Community Action Network and #HelpAndKindness.

The Governance Board will provide strategic direction and oversight of the work of the Engagement Group and provide management of the Terms of Reference for the Dorset VCSA, management of the composition of the Engagement Group, and hold the Engagement Group accountable to the Values and Objectives of the Dorset VCSA.

Together, the Governance Board and the Engagement Group will facilitate and enable the operation of the Dorset VCS Assembly and support its aims to provide:

* a respected and valued mechanism for the VCS to connect, work together and broaden the Dorset VCS network
* an opportunity for high quality and equitable representation and promotion within the VCS and with public and private sector partners across the county
* a forum to facilitate, enable, support and promote the VCS for the benefit of the people we support

Board Members will be expected to show a commitment to the VCS and the wider objectives to support effective partnership working within the sector and with partners from other sectors.

## Assembly and Governance Board Values

The Dorset VCSA is built on trust. The values of the Dorset VCSA seek to assure and build that trust. Trust creates the context for collaboration, communication and confidence in working together. Board Members will be expected to demonstrate and show commitment to these values, which were identified by the VCS engagement process in Dorset:

* Open and Transparent
* Inclusive, Fair, Equitable and Accountable
* Accessible, Representative and Engaged
* Respect and Humility
* Honest

It will also be vital that Board Members act in an independent, impartial and inclusive manner, and declare any interests that may be construed as influencing their independence and impartiality. The Board also acknowledges the Nolan Principles of Public Life:

* **Selflessness** – Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.
* **Integrity** – Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
* **Objectivity** – In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
* **Accountability** – Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
* **Openness** – Holders of public office should be as open as possible about all the decisions and actions they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
* **Honesty** – Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
* **Leadership** – Holders of public office should promote and support these principles by leadership and example.

## Special Circumstances

Flexibility is required as attendance at evening and weekend meetings may be necessary. Video conferencing may be used for meetings.

Travel may be required throughout the county of Dorset and travel costs will be reimbursed.

Expenses will be covered where applicable and reimbursed to your charity or community group.

Reasonable adjustments will be made where needed to support equity of opportunity in applying for, and fulfilling this role.

Decisions on expenses and reimbursements will be made by and managed by the Board.

# Dorset VCS Assembly

**Governance Board Member – Person Specification**

Experience and enthusiasm are required of Members.

## Skills and Experience

No one person will be expected to have experience of all the following, but we will be seeking to find Members who collectively bring these experiences and skills, to create a strong, balanced and representative Board:

* Grass roots / community-based service design and delivery in the VCS
* Partnership working within the VCS
* Working with other sectors – Local Authority, NHS, and commercial
* Governance and accountability
* Communications and networking
* Financial control and administration
* Working across the county in both Local Authority areas
* Leadership and management

And evidence of supporting the core values of the Assembly;

* Open and Transparent
* Inclusive, Fair, Equitable and Accountable
* Accessible, Representative and Engaged
* Respect and Humility
* Honest

We are also seeking a balance within the Board in terms of local knowledge across the whole of Dorset, and a blend of thematic experience and expertise; e.g. mental health, adult care, food insecurity, etc.

## Personal Qualities and Values

Personal characteristics that will build a strong team include:

* Collaboration
* Creativity
* Sensitivity
* Agility
* Hard work
* Thoughtfulness
* Commitment
* Vision
* Optimism
* Pragmatism

## Contact Details

Please address any comments, questions or requests for further information to the Dorset VCSA Engagement Group team who are supporting this process:

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