



Nominations for election to the Ecas Board of Directors

Ecas currently has 3 spaces for Board Directors. Nominations are therefore being sought for candidates to stand for election at the AGM in November.

Ecas is an Edinburgh based charity and was established over a hundred years ago. The charity works to improve the quality of life of physically disabled people in the Edinburgh and Lothian area: promoting equality, choice and participation through our activities, befriending service, grants and young people's service (currently on hold).

Ecas is governed by the Board of Directors, who are also the charity trustees. Up to 7 directors are elected by the membership with up to 5 more being co-opted by the board. All directors are appointed for 5-year terms, and must stand down for at least 2 years after serving for 15 years. The directors are responsible for the strategic direction of Ecas, and for ensuring that it operates within all relevant legislation. Training is available to help directors fulfil their role.

The Board meets three times per year, receives regular financial update reports and, as required, interim reports on specific issues. Directors can also get more involved in areas of particular interest by taking on specific appointments as and when the opportunity arises. Positions which are always filled by a director include: The Chair and Vice Chair of Ecas; the Chair of the grants committee; and the Chair of the Finance & Personnel Committee.

We value diversity, promote equality and encourage applications from people of all backgrounds. We are particularly interested in people who have lived experience of disability and would welcome applications from those currently accessing Ecas services. You can find out more about Ecas on our website: www.ecas.scot. Download our annual report [here](#).

If you would like to apply please complete the application form, equal opportunities form (optional) along with your CV and email to ally@ecas.scot. In accordance with Ecas' Articles, applications must be received **by 5th July 2022**. Applicants are required to complete the Protection of Vulnerable Groups (PVG) process as part of their application.

If you would like to discuss the opportunity of joining the Board or have questions about completing your application, please contact me on 07500 221 618.

I look forward to hearing from you.

Yours sincerely,

Ally Irvine
Chief Executive

Ecas | Norton Park | 57 Albion Road | Edinburgh | EH7 5QY
0131 475 2344 | www.ecas.scot |    



Board Director/Trustee Responsibilities and Duties

- Actively contribute to the role of the Board in giving strategic direction to the organisation, agreeing policy, defining goals, and evaluating performance.
- Ensure that Ecas complies with its governing documents, charity law, company law, and any other relevant regulations.
- Have an understanding of and a commitment to Ecas' aims and objectives.
- Attend Board meetings on a regular basis, read all relevant papers, contribute to discussions and make decisions.
- Ensure that Ecas pursues its objectives as defined in its governing document.
- Ensure the effective and efficient administration of Ecas.
- Support the financial stability of Ecas; with guidance from the F&PC (Finance and Personnel Committee)
- Act at all times in the best interests of Ecas and its beneficiaries.
- Ensure that the staff are recruited in line with employment laws, and are properly supervised and supported in carrying out their duties.
- Promote the organisation externally.
- Declare any conflict of interest as soon as they are known.

Person Specification

Skills and Experience (or would like to develop) in at least one of the following areas:

- Health/social care
- Knowledge/understanding of living with a disability
- Social policy
- Volunteering
- Research and/or evaluation
- Marketing and PR
- Digital/Social Media
- Finance/business planning
- Legal
- Human resources
- Income generation/fundraising
- Business/staff management

Competencies

- Commitment to Ecas' mission statement.
- Willingness to participate in and contribute to Board meetings, and occasional sub-committee meetings as required.
- Good communication skills and an ability to think strategically.

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Additional Information

Ecas mission statement

Ecas promotes equality, choice and integration for physically disabled people. We promote opportunities for physically disabled people to be self-fulfilled and to participate in all aspects of society. We also work to promote disability equality throughout society.

Time Commitment

The Board meet 3 times per year in the late afternoon. Directors are also asked to attend Ecas' AGM. Directors can also get more involved in areas of particular interest by taking on specific appointments or participating in ad hoc sub-committees. Positions which are always filled by a director include: The Chair and Vice Chair of Ecas; the Chair of the grants committee; and the Chair of the Finance & Personnel Committee (F&PC).

Board structure and terms

Ecas is governed by the Board of Directors, who are also the charity trustees. Ecas is a company limited by guarantee. The Board has a maximum of twelve places. Seven places are elected directly from the membership. The Directors are responsible for the strategic direction of Ecas, and also for ensuring that it operates within all relevant legislation. Training is available to help directors fulfil their role.

Staffing structure

Ecas currently employs 15 people. This includes full time and part time posts. The office team is composed of the Chief Executive, Befriending Manager, Befriending Assistant, Administrator and Social Media and Website Co-ordinator. Remaining staff are responsible for delivering our activities, which include art, crafts, computing, music, reading, and creative writing, seated tai chi and yoga.

Funding

Ecas is largely self-financed from income from its own investment portfolio but is also proactive in fundraising to raise the necessary funds to continue the core activities agreed by the Board.

Remuneration

Directors are volunteer positions and are therefore unpaid. Individuals who have a physical disability under Ecas' eligibility criteria can claim travel expenses.

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