



Finance and Personnel Committee Overview

Ecas is an Edinburgh-based charity and works to improve the quality of life of physically disabled people across Edinburgh and Lothian: promoting equality, choice and participation through our activities, befriending service, and grants fund.

The purpose of the F&PC is to advise the Board on the investment of Ecas' assets and oversee implementation of the Board's strategic policies relating to finance, personnel and health & safety. The focus of the F&PC and Board is to continue the policy of maximising benefit to disabled people whilst keeping expenditure under control.

Whilst the financial situation for charities, including Ecas, continues to be a challenge, Ecas is in a fortunate position that it is solvent. The charity is largely self-financed from income from its own investment portfolio, (worth circa £5m) which may allay concerns of those working in the financial sector looking to volunteer and contribute skills to a charitable organisation.

F&PC Wider Committee Responsibilities, Duties and Additional Information

- Ensuring that Ecas operates within the financial guidelines set out in current legislation, by the Office of the Scottish Charity Regulator (OSCR), the memorandum and articles and by the Directors.
- Scrutinising the annual draft budget produced by the Chief Executive and advising the Board on financial targets and policies, ensuring measurement against targets and application of financial policies.
- Regularly reviewing and advising the Board on the appropriate regulatory framework within which Ecas must function, including ensuring adequate financial controls.
- Ensuring that Ecas' financial obligations are met.
- Have an understanding of and a commitment to Ecas' aims and objectives.
- Attend Finance and Personnel Committee meetings on a regular basis, read all relevant papers, contribute to discussions and make decisions.
- Support the financial stability of Ecas.
- Scrutinising the accounts regularly and monitoring performance against the approved budget.
- 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.

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Committee Person Specification

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

- Finance/business planning
- Health/social care
- Volunteering
- Legal
- Human resources
- Income generation/fundraising
- Social policy
- Marketing and PR/social media
- Business/staff management

Competencies

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

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 Finance and Personnel Committee meet 3 times per year in the late afternoon. Members are also asked to attend Ecas' AGM. Committee Members also have the opportunity to apply to become a Board Director. 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/F&PC structure

Ecas is a company limited by guarantee, governed by the Board of Directors who are also the charity's trustees. The purpose of the F&PC is to advise the Board on the investment of Ecas' assets and oversee implementation of the Board's strategic policies relating to finance, personnel and health & safety. The Board has a maximum of twelve places; whilst the F&PC has no official limit to the maximum number of Members within the

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Committee, a limit mirroring Board capacity of twelve would make sense. Training is available to help Committee Members and Directors fulfil their role.

Staffing structure

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

F&PC Members 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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