

Recruitment pack

Thank you for showing interest in joining the WFC Board as a Trustee.

Please see below a generic Trustee role description and relevant skills. We have also set out the key duties expected of a Trustee of a Charity which are laid out as shared and individual duties. You will also find it useful to look at the guidance notes for charity trustees published by the Office of the Scottish Charity Regulator (www.OSCR.org.uk).

Generic Trustee role description

All Trustees should be aged 16 or over, and not disqualified by law from being a Trustee (for example as a result of unspent convictions for an offence involving dishonesty or deception, being currently declared bankrupt (or subject to bankruptcy restrictions or an interim order), having an individual voluntary agreement (IVA) with creditors, being disqualified from being a company director, or having been removed previously as a trustee by OSCR (or the Charity Commission in England) or the High Court due to misconduct or mismanagement).

The roles listed below will be relevant to all appointments:

New Trustees should be able to:

- attend meetings, and to read papers in advance of meetings;
- attend committee meetings as appropriate;
- participate in other tasks as arising from time to time, such as interviewing new staff, helping with fundraising;
- keep up to date about the activities of WFC and wider issues which affect its work.

Essential Skills

New Trustees must:

- be committed to WFC and its objectives;
- understand and accept the legal duties, responsibilities and liabilities of being a Trustee;
- willing to devote the necessary time and effort to their duties as a Trustee;
- have excellent interpersonal and communication skills;
- have good, independent judgment;
- be able to think creatively and strategically, and to contribute to the development of a clear strategic vision for WFC;
- be able to work effectively as a member of a team and actively contribute to meetings (including online).

As part of the Board of Trustees, you will contribute to:

- setting and maintaining WFC's vision, mission and values;
- ensuring that WFC complies with the law and any other relevant legislation or regulations;
- ensuring sound management and the financial stability of WFC;
- appointing WFC staff and monitoring their performance.

Additionally, you will be expected to:

- work collaboratively with other Trustees and staff to actively develop strategy, set policy, goals and targets, and evaluate performance against agreed targets;
- promote the values of WFC, and act as an ambassador for its work;
- represent WFC at meetings and functions as appropriate;
- abide by Equal Opportunities Policy;
- declare any conflict of interest while carrying out the duties of a WFC Trustee.

How to apply?

To apply, please send an up-to-date CV and a covering letter of no more than 500 words which sets out why you want to apply to WFC and how you meet the essential skills to **chair@wigtownbookfestival.com**. We will respond to all applicants.