

Perth & Kinross Disability Sport: Chairperson



Recruiting body: Perth & Kinross Disability Sport

Closing date: 18 August 2017

Perth & Kinross Disability Sport (PKDS) is a voluntary sport group where the main aim is to lead in the development of sport for people with physical, sensory or learning disabilities in partnership with key local agencies in Perth & Kinross. PKDS is a member branch of Scottish Disability Sport (SDS) who are the governing body of sport for athletes and players with a physical, sensory or learning disability. PKDS achieved SDS Minimum Operating Requirements (MOR) which ensures all governance is up to date and appropriate. The Board of PKDS now wishes to appoint a new chair to lead the branch.

Role Title – Chairperson (voluntary)

Organisation – Perth & Kinross Disability Sport (PKDS)

Responsible to – Perth & Kinross Disability Sport Board

Location – Perth

Contract – This is a voluntary position but all reasonable expenses will be paid. The chairperson is expected to attend branch meetings held 6-8 times per year, oversee and guide all branch decisions and support branch activities (as available). The level of time commitment is flexible and can be tailored to suit the applicant's current commitments and the needs of the branch.

Term – At each AGM, all Trustees must retire from office but may then be re-elected

SKILLS REQUIRED:

- Enthusiastic
- Well organised
- Prepared to make a regular time commitment
- Prepared to make instant decisions when necessary
- Confident at keeping order during meetings.

MAIN DUTIES:

- To lead the Trustee body in ensuring that it fulfils its responsibilities for the governance of the organisation by making certain that the charity acts in accordance with its constitution, charitable status and by managing its activities.
- Complete a Trustee's Declaration and meet both the general and specific duties (further information from <http://www.oscr.org.uk/charities/managing-your-charity/trustee-duties>)
- PKDS to maintain SDS Minimum Operating Requirements, supported by SDS.
- To optimise the relationship between the Trustee body and its staff/volunteers.
- Support other Trustees to carry out their role effectively.
- Take responsibility for managing the Board and the affairs of the branch.
- Oversee and guide all decisions taken by the Board and sub committees
- In conjunction with the Project Manager (PM), prepare and present the annual report
- Liaise with the PM on the agenda for each meeting, chair the meeting and approve the minutes
- Be completely familiar with the constitution, organisational procedures and SDS MOR
- Liaise with the Treasurer to ensure that funds are spent properly and in the best interests of the branch
- Help to prepare and submit any statutory documents that are required (e.g. OSCR, grant aid reports)
- If unable to attend any committee meetings, a written report should be sent to the meeting and the PM briefed

Interviews

Week beginning 28 August 2017

Applications

All applicants should send a note of interest by 18 August 2017 to caroliness@perthandkinrossdisabilitysport.com detailing why you are interested in the role and outlining any relevant skills and experience.

If you have any questions or would like more information please contact Caroline on the above email or phone 07716628452. More information on the branch can be found at www.perthandkinrossdisabilitysport.com or at the [PKDS Facebook page](#)