



# Director Role Description

This is a brief description of the role that a Director is asked to fulfil.

## The main role of the Board of Trustees

- To agree the Charity's strategic direction
- To ensure the Charity is financially viable
- To ensure that the Charity is delivering against its charitable objectives
- To ensure that the Charity is complying with its legal and regulatory obligations

We rely on the dedication and expertise of the people who volunteer to become board members. We welcome applications from people who have an interest in the outdoors and enthusiasm for defending and promoting public access rights in Scotland. Skills and experience that are particularly useful are:

Strategic management • Organisational Management • External communications and/or public relations • Fundraising & financial management • Law • Human Resources • Land management • On-the-ground access experience • Working with government, both local and central

Previous experience of being on a board, love of the outdoors and a knowledge of Scotland's outdoor access rights are all useful, but not essential.

ScotWays' Directors have collective responsibility for the oversight and development of the Charity in conformity with OSCR regulations and applicable law. The Directors agree strategy and governance arrangements and work with the staff to deliver ScotWays' services efficiently and effectively.

## What being a director involves

We are seeking Directors who wish to contribute actively to ScotWays' activities. As well as attending Board meetings, directors are expected to join and assist with the work of one or two sub-committees.

Currently, the **four sub-committees** and a summary of their remits are:

**Finance:** To monitor the financial administration of the Charity and report to the Board of trustees at regular intervals on its state of financial health, in line with best practice, and in compliance with the governing document and legal requirements.

**Operations:** To have oversight of the strategy and direction of the organisation; to develop and maintain an operations activity plan; and to promote effective management and use of ScotWays office-based volunteers.

**Legal & Access:** To have oversight of the legal information provided by the Charity; to assist staff, where asked, in the provision of legal information; to seek to improve the law and practice of the law of access rights in Scotland.

**Communications:** To develop and deliver a communications action plan; to develop and monitor policy regarding the delivery, look and feel, content and messaging of all forms of external communications; to organise training in communications.

In addition, occasionally issues arise which may involve a discussion, a meeting or a visit to resolve. Representing ScotWays to outside bodies and at events may be required.

The Scottish Rights of Way and Access Society, 24 Annandale Street, Edinburgh EH7 4AN (Registered Office)  
0131 558 1222 info@scotways.com www.scotways.com

Directors are not expected to attend the office frequently, but are encouraged to visit from time-to-time to become familiar with the work of the office and to speak to staff.

Directors should make time to build relationships, get to know their fellow Board members and members of staff in order to foster a team spirit and understand the challenges that colleagues face and the responsibilities they carry.

Directors should try to keep up with external developments and trends that might impact the work of the Charity. They can then bring this information into the Board discussions and understand what could present threats and opportunities for the Charity.

As a board we need to be aware that the governance landscape is always changing. Directors need to learn and develop and stay abreast of new developments, best practice and legislation.

## **Time Commitment**

There is no set amount of time that a director will be committed to but, as a guide, there are five Board meetings a year, which can be attended in person in Edinburgh or on Zoom. Board meetings generally start at 10.30 and we aim not to exceed two-and-a-half hours.

Board members are expected to read the board papers before the meetings and should set aside enough time to read, understand, contemplate and be able to query the information.

The frequency of sub-committee meetings varies, but are generally every one to two months, depending on activities, and dates are usually set well in advance. Again, there will be some preparation and associated work involved.

Directors are expected to attend the AGM, which takes place in November and is held in different locations.

## **Communications**

Meetings held on Zoom or in person are necessarily involved, and much communication between board members and staff also takes place by email and by telephone. The National Secretary will normally send communications about Board Meetings via email and directors must be able to receive papers by email.

## **Governance**

ScotWays is a company limited by guarantee. The Directors are also charity trustees. As such, they must make sure that the Charity complies with its governing document (the Articles of Association) and complies with charity and company law requirements and other laws and regulations that apply.

Ultimate responsibility for the governing of ScotWays lies with the directors who must direct how it is managed and run. Directors must act in the Charity's best interests, manage its resources responsibly, act with reasonable skill and care, maintain oversight and make sure that it is working towards its charitable objectives. However, they are not expected to micro-manage the Society's affairs: ScotWays employs experienced and knowledgeable staff to deal with the main run of the Charity's work.

Directors must be or become members of the Society and, as such, guarantee to pay no more than £1 if the Society is wound up.

It should be noted that some people may not act as a director, e.g. someone who is bankrupt or has an unspent conviction for offences involving dishonesty or deceit.

Directors must declare if on any occasion they have a personal interest which may conflict with the interests of the Society.

## Training

New directors will get support from other board members and staff. An induction pack is being prepared.

## Expenses

Travel expenses to Board and other necessary meetings will be met in line with ScotWays' expenses policy, as will board and lodging. Expenses to attend the AGM are not paid. The role of director is unpaid but, in limited circumstances, directors may undertake paid work for the Charity.

## How to apply

Applicants should send their C.V. along with a covering letter explaining why they have applied and what they will be able to contribute to the Charity to the National Secretary, Alison Riddell, either by email to: [alison\\_riddell@scotways.com](mailto:alison_riddell@scotways.com) or by post, marked 'confidential', to ScotWays, 24 Annandale Street, Edinburgh, EH7 4AN.

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