

Our Values





We care – and keep on caring
 We treat others with kindness and understanding
 We communicate well
 We are adaptable
 We go the extra mile



BECOMING A BOARD MEMBER AT ELCAP

We want to let you know what is expected of you and what you can expect from us, when you become a Board Member at ELCAP.

WHAT IS THE BOARD?

 The Board	<p>Every charity has a governing body which makes sure they do the right things and do things right. At ELCAP we call this body the Board, and it takes responsibility for leading, controlling and supervising our activities.</p>
 Who are the Board?	<p>The Board is made up of up to 15 members who volunteer their experience, knowledge and skills for ELCAP. Three places on the Board are for individuals who get support from ELCAP. Board members can take on special roles to support important areas of our work.</p>
 The Law	<p>The Board makes sure that ELCAP obeys laws and rules, including the laws for charities. It is responsible for what ELCAP does and it makes sure that we report on what we are doing and what is happening. The Board makes sure that ELCAP's money and resources are kept safe and used properly.</p>
 Volunteer	<p>Our Board members are all volunteers. They do not get paid to be at meetings, but they can get help with travel expenses and other costs. ELCAP can pay for any training Board members need, to make sure everyone feels confident and happy in their role on the Board.</p>



Team

Our Board members work together to make sure ELCAP is doing the best it can for the people it supports. Each Board member has skills and experience to share. A Board member can be someone who gets support from ELCAP or a member of their family. They can be a member of our local business community. Or they can be a supporter of our work. Our Board meets every three months at our offices in Prestonpans, or online.

WHAT WE LOOK FOR IN BOARD MEMBERS



Values

All Board members must support and live by ELCAP's values:

- We care and keep on caring.
- We treat others with kindness and understanding.
- We communicate well.
- We are adaptable.
- We go the extra mile.



Passionate

If you are passionate about what ELCAP does and believe that everyone should be able to live to their full potential, we want to hear from you. We work in East Lothian and Midlothian and we welcome people who live and work in our community, and beyond.



Skills

Our Board is made up of people of different ages, from different walks of life, with different interests and skills. Each person brings their own experience and expertise and wants to help ELCAP make even more of a difference.

You don't need to know everything. Everyone on our Board gets support and training to help them do well in their role.



Share

We want all our Board members to voice their opinions at meetings, share their experiences, and to ask ELCAP staff questions about how the organisation is performing. Before each meeting, we send Board members papers to read. We provide an accessible version of these papers.



Decisions

The Board must make important decisions about the running of ELCAP. The Board makes these decisions as a team, and after discussion.

The Board also makes sure that ELCAP does what it says it will do.



Come along

The Board meets every three months, at our offices in Prestonpans or online. We expect Board members to come along to these meetings and to read the papers which have been prepared for them.

If you have time and are interested, you can also volunteer to join one of our sub-committees.

WHAT ARE THE MAIN DUTIES OF THE BOARD?



Responsible

The Board is responsible for making sure that ELCAP works well, is responsible, and obeys the law, including the laws for charities.

The Board ensures that ELCAP lives by its values and achieves its goals.



Plans

The Board makes sure that ELCAP has plans and targets and does what it says it will do. They check that plans are being met and they may suggest new plans for ELCAP to consider, based on their knowledge and expertise.



Manage

The Board makes sure that it has managers who know how to put its plans into practice. The Board checks that the ELCAP has a clear purpose and plan that is in line with ELCAP's values.

If you have time, you can join one of ELCAP's sub-committees, which meet every three months. The sub-committees share ideas and set goals for important areas of ELCAP's business – for example, marketing and public relations.



Finances

The Board must make sure that ELCAP's money and resources are kept safe and used properly. They must be confident that ELCAP is financially viable and a going concern.



Report

The Board must report to ELCAP's members every year and tell them how the organisation is doing. They must publish an annual report and financial statements and make sure it is available to anyone with an interest in ELCAP.



Annual General Meeting

The Annual General Meeting (AGM) is a key date on ELCAP's calendar. The meeting includes presentations on how ELCAP has performed over the last year and sets out our plans for the future.

The AGM makes important decisions, including changes to ELCAP's rule and the election of Board members.

RECAP - WHAT YOU WILL DO AS AN ELCAP BOARD MEMBER



1. Attend Board meetings every three months and contribute to the effective running of ELCAP.



2. Read the information that has been prepared for Board meetings. Be prepared to ask questions and make decisions, as a Board.



3. Play your part in making good decisions that are in ELCAP's best interests.



4. Make sure that ELCAP is well run and that the people we support, their families and our staff have confidence in ELCAP.



5. Make sure that ELCAP is using its money and resources properly.



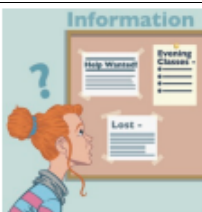
6. Help to choose the Chief Executive and staff for other important roles, and make sure they perform well.



7. Always work in the best interests of ELCAP, live by our values, and be a positive ambassador for the organisation.



8. Attend other meetings on behalf of ELCAP if you are able to do so.



9. Ask for help and advice if you need it. ELCAP staff and the other Board members are always happy to support you.



10. Work closely with the other Board members and senior staff.

If you are interested in joining our Board, please call 01875 614114 or email enquiries@elcap.org.

Thank you to ARC Scotland for allowing us to use their images in this document.