



## **Do you have professional experience as an Accountant or Finance Manager? Will you consider becoming Treasurer on the board of **SHRUB Coop**?**

SHRUB Cooperative has registered as a Scottish Charitable Incorporated Organisation (SCIO). Our Constitution provides for the Board of Trustees to oversee the activities of SHRUB Cooperative and ensure we act in accordance with our purposes and the wishes of members of the Cooperative.

We invite applications from SHRUB members and others interested in contributing to the Coop's development to join the board of trustees as a treasurer. At this time we are particularly looking for professionals in the fields of Accountancy and Financial Management. **We particularly encourage applications from under-represented groups, including but not limited to: people of colour, trans people, non-binary people and women.**

SHRUB is a cooperative of Members who contribute to decision-making processes. Trustees have special legal responsibilities and, in some circumstances may have to make sensitive or critical decisions on behalf of the Coop.

### **Why be a Trustee?**

Trustees learn about how our social enterprise runs and gain skills in leadership, problem-solving and innovation, strategic judgement and effective communication, to name a few.

Serving as a Trustee is an opportunity to learn about the governance of a not-for-profit organisation in a supportive environment, learning from more experienced Trustees and staff and the fresh perspective of newer Members alike.

### **What skills do I need?**

Trustees have a wide-ranging remit with some people leading on particular aspects, some playing a more general role. **We are looking to recruit trustees with specialist skills in Accountancy or Financial Management but Trustees have a wide-ranging remit and there will be opportunities to be involved across the breadth of work that SHRUB undertakes.**

To flourish as a Trustee, you must be committed, passionate, flexible!

### **Key Responsibilities**

Trustees' key **responsibilities** fall into the following areas:

- Vision mission and aims
- Strategy and objectives
- Culture and values
- Accountable leadership
- Control environment
- Governance processes
- Succession planning

Responsibility	Key Components
Generally oversee activities of the organisation	<ul style="list-style-type: none"> <li>● Approving contracts and other high-level decisions.</li> <li>● Participating in Coop meetings.</li> </ul>
Legal responsibility for the organisation	<ul style="list-style-type: none"> <li>● Maintaining a register of Members and reporting to the Office of the Scottish Charity Regulator (OSCR).</li> <li>● Electing a convenor, treasurer, secretary, and any further office bearers as found appropriate.</li> <li>● Ensuring legal compliance in all activities.</li> <li>● Respecting the confidentiality of decisions.</li> </ul>
Monitoring finances of the organisation	<ul style="list-style-type: none"> <li>● Reviewing accounts and high-level financial decisions.</li> <li>● Advising on investment in revenue-generating activities as we move towards a social enterprise model.</li> <li>● Ensuring that any contract entered into complies with funding agreements and / or strategic plans.</li> <li>● Supporting the process of funding grant applications</li> </ul>
Hold regular meetings	<ul style="list-style-type: none"> <li>● Organising and participating in Trustee meetings, keeping in mind preparation, punctuality and due process (circulating agendas with reasonable advance notice, taking minutes, etc.)</li> <li>● Participating in Decision-making Meetings.</li> </ul>
Coordinate strategic planning	<ul style="list-style-type: none"> <li>● Coordinating regular consultations with staff and membership in order to cooperatively create long term strategies, plans and direction (e.g. consultation sessions, away days, getting in external facilitators) which maintain our vision and mission.</li> </ul>
Staff coordination	<ul style="list-style-type: none"> <li>● Overseeing recruitment of staff</li> <li>● Supporting staff through the Buddy and Steward system</li> <li>● Ensuring fulfillment of responsibilities (this does not include day to day staff coordination)</li> </ul>
Maintaining the Trustees	<ul style="list-style-type: none"> <li>● Organising the AGM and any Special General Meetings and co-opting additional Trustees when necessary.</li> </ul>

## What is the time commitment?

As a voluntary Trustee, you will make some clear time commitments: to attend regular Trustee meetings (**2 hours, monthly on a monday evening**), and participate in our “Buddy and Steward” system to support staff and ensure good communication between staff and Trustees (**typically you will buddy one staff member and meet with them every 1-2 months**). Trustees will also have oversight of the work of their relevant Working Group (Finance) - attending meetings where possible and contributing to the direction and content of work.

As a cooperative, our community of members are invited to participate in Decision-making meetings once a month. At least one member of the Trustee board will be required to attend these meetings each month (**5-8pm one thursday a month on a rotating basis**)

There may also be opportunity outside of these times to contribute to new projects and discussions.

Time off can be arranged among Trustees, ensuring that there is a balance between Trustees' wellbeing and SHRUB Coop functioning. There is an expectation that if you cannot make a meeting you let people know.

There is a Welfare Working Group to support mental, physical and emotional wellbeing of staff, volunteers and members if you need support in regulating your engagement.

## Who can apply?

Anyone with Accountancy or Financial Management experience who supports the Vision and Mission of SHRUB Coop is invited to apply.

**We particularly encourage applications from under-represented groups, including but not limited to: people of colour, trans people, non-binary people, other members of the LGBT+ community, and women.**

## Background:

SHRUB Coop - Edinburgh's creative reuse hub - is an exciting grassroots project that works to make big carbon savings by increasing awareness on sustainability issues and solutions.

We are a social enterprise providing inspiration for a low-carbon, circular economy / zero waste lifestyle with a Swapshop, end of year student hall collections, upcycling and bicycle repair workshops, and food sharing activities.

The Co-op is organised non-hierarchically and strives to provide an inclusive and empowering experience for all volunteers, staff and co-op members in our community. You can read our [Safer Spaces policy here](#).

Find out more: [www.shrubcoop.org](http://www.shrubcoop.org) [www.facebook.com/shrubcoop/](https://www.facebook.com/shrubcoop/)

## How Do I Apply?

Interested? Great! Please download and complete the [application form](#) for you to give Members an idea about why you'd like to be a Trustee - and the skills and experience you'd bring to the

mix - and email, along with a copy of your CV, to [hello@shrubcoop.org](mailto:hello@shrubcoop.org) with subject “**Trustee application YOUR NAME**”.

Paper versions of the application form are available on request.

## **What Happens Next?**

The Trustees Task Group will review applications and if you pass initial review, you will be invited to one of our meetings to see if the prospect suits you. Co-opted Trustees’ term of office starts immediately after co-option and lasts until the next AGM - generally in November.

There will be an induction process to help you learn the ropes.

Any questions please email us at [hello@shrubcoop.org](mailto:hello@shrubcoop.org). Justine (Convener) and David (Company Secretary) can be available for an informal discussion if you wish for more background.

*Justine, David, Jenna (H), Struan, Ollie, Callum, Katie, Sarra, Meggie, Nicola  
Trustees, 4 February 2020*