

# Cycling Scotland



## Joining the Board

### Welcome

Cycling Scotland is recruiting a new trustee to our Board from December 2022.

It's an exciting time for the charity as cycling levels increase around Scotland and we work with our members, our many partner organisations and our funders so that cycling plays its part in tackling the Climate Emergency, public health and cost-of-living crises, and other challenges we face as a nation.

In undertaking our work, our Board provides strategic leadership for the charity, working with the staff team and Transport Scotland as key funder. We are looking to recruit a new trustee who will help contribute to effective governance.

Applications are invited from interested individuals, including from existing members/member organisations, who have the qualities, skills and experience to fulfil this challenging and rewarding role.

Cycling Scotland recognises the value of diversity and encourages applications from people of all backgrounds. We particularly welcome applications from Black, Asian and Minority Ethnic candidates, disabled people and people with other protected characteristics or from different socio-economic backgrounds as they are under-represented in Cycling Scotland at this time.<sup>1</sup>

Cycling Scotland is a signatory to the Partnership for Change and continues to meet the voluntary commitment for gender balance on its Board of 50/50 by 2020.

Should you wish to discuss your application, please email [personnel@cycling.scot](mailto:personnel@cycling.scot) with 'Board recruitment – FAO CEO Keith Irving or Chair Eric Guthrie' in the subject line. Thank you for your interest in joining the Cycling Scotland board and helping get more people cycling.

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<sup>1</sup> Equalities Act defined characteristics are: Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation

## Introduction to Cycling Scotland <sup>2</sup>

Cycling Scotland exists to get more people cycling, ensuring health, economic and social inequalities are addressed as a result. We do this by leading and facilitating the design and delivery of high-quality programmes to enable and encourage increased cycling by anyone, anywhere in Scotland.

To sustain and support the sector, we serve as an influential centre of knowledge and best practice for Scotland and we connect a range of voices to drive the case for cycling.

To enable the achievement of our aims, we ensure we are a strong, sustainable and effective charitable organisation.

Please read our [current Strategy](#).

### Our vision

A sustainable, inclusive and healthy Scotland where anyone, anywhere can enjoy all the benefits of cycling.

### Our mission

Cycling Scotland is the nation's cycling organisation. Working with others, we help create and deliver opportunities and an environment so anyone anywhere in Scotland can cycle easily and safely.

### Values

As individuals, we will lead by example and, as an organisation, our values are to be:

- Collaborative
- Inclusive
- Professional and evidence-driven
- Ambitious
- Sustainable

More information about our work is available in our [annual reports](#).

## The role of the Cycling Scotland Board

Collectively, the role of the Board is to:

- Ensure that Cycling Scotland pursues its mission and charitable objectives as defined in the Articles of Association and that these remain relevant over time
- Provide strategic leadership and determine the strategic direction of the charity
- Approve policies, plans and budgets in order to achieve objectives, and monitor performance against them
- Ensure that the organisation's resources are applied exclusively in pursuance of its objectives, that its assets are protected and managed and to ensure the financial viability of the charity
- Ensure that Cycling Scotland complies with relevant company, charity, employment, health & safety and other legislation
- Oversee the effective and efficient administration and management of the organisation, including risk management
- Appoint, supervise and support the Chief Executive and ensure other staff and volunteers are supported and supervised
- Safeguard the reputation and values of Cycling Scotland.

The Board shall include persons with appropriate skills and knowledge in one or more of the following fields:

- Finance
- HR
- Legal
- Academia
- Relevant policy including transport planning/ engineering, active travel, public health policy and environmental sustainability

Our website details our current [Board members](#).

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<sup>2</sup> Cycling Scotland is a recognised Scottish charity (No SC029760) and company limited by guarantee (No SC252907), governed by its Articles of Association. The company was incorporated on 17 July 2003. Transport Planning and Engineering Limited, the engineering subsidiary established by Cycling Scotland, is a limited company (No SC296007) governed by its own Articles of Association with a separate Board. The company was incorporated on 24 January 2006.



## The responsibilities of the Cycling Scotland Trustee/Director

As a registered Scottish Charity and a Company Limited by Guarantee, board members are both charity trustees and company Directors. (Trustee/Directors for short.)

The key responsibilities for a Trustee/Director include the following:

- To understand the legal responsibilities of the board of trustees.
- To read, understand and comply with the Articles of Association.<sup>3</sup>
- To work in the interests of the organisation, and not for personal gain.
- To ensure that the Board takes proper professional advice on matters in which it does not have the level of competence required for effective decision-making.
- To read and understand the financial information and to ensure the finances are sound and properly managed.
- To make sure that Cycling Scotland is properly insured against all reasonable liabilities.
- To oversee the organisation's risk management function, including the production of a Risk Register.
- To make sure that any premises and equipment are properly looked after.
- To work with the other trustees to form an effective governing body for the organisation.

## The role of the Cycling Scotland Trustee/Director

The expectations on a Cycling Scotland Trustee/Director are:

- To attend meetings and to read papers in advance of meetings. There are four scheduled Board meetings annually, plus an AGM held in November (currently these meetings are being held online and it's likely we will meet at our office in central Glasgow in the future).
- For those Trustees/Directors who sit on the standing committees (currently three Trustees/Directors sit on each Committee), there are four meetings of Finance and HR Committees, held 2–3 weeks in advance of the Board meetings
- To participate in other tasks as arise from time to time, such as sitting on appointment panels, reviewing strategy documents or attending an annual away day.
- To keep informed about the activities of the organisation and wider issues which affect its work.
- The expected time commitment for Trustees/Directors is 4–10 days each year.
- Trustees/Directors are volunteers and receive no remuneration for their work. Travel and associated expenses will be covered.
- Trustees/Directors serve for terms of three years with a maximum time limit of nine years (three terms of three years).<sup>4</sup>

<sup>3</sup> Articles of Association available on request

<sup>4</sup> Established in 2016

## Governance and Membership of Cycling Scotland

The charity follows the Scottish Governance Code for the Third Sector which sets out five core principles to be followed by the Board:

- Organisational purpose – be clear about the purposes and values of the charity and how it will achieve its aims
- Leadership – be clear about the Board’s role and responsibilities and provide strategic direction in line with the charity’s purpose, vision, and values
- Board behaviour – collectively and individually embrace and demonstrate mutual respect, integrity, openness, and accountability
- Control – develop and implement appropriate controls to direct and oversee progress and performance of the charity
- Effectiveness – understand the Board’s role, powers and duties and work collectively and proactively to agree the charity’s organisational purpose.

Membership of Cycling Scotland is open to bodies in Scotland representing cycle campaign groups, road safety, leisure cycling, cycle sport, cycle training, local authorities, Regional Transport Partnerships, health organisations and statutory authorities in Scotland and individuals who support and contribute their time to the objectives of the charity.

The members elect the Board of Trustees/ Directors that is responsible for the charity’s overall strategic direction.<sup>5</sup>



<sup>5</sup> New Trustees/Directors can be elected at the Annual General Meeting or can be co-opted at the discretion of the Board. Trustees/Directors appointed since the last Annual General Meeting and one third of the other Trustees/Directors retire by rotation at each Annual General Meeting.

## Process of appointment of new Trustees/Directors

Under the Articles of Association, there can be a minimum of three and a maximum of nine Trustees/Directors on the Cycling Scotland Board. With eight Trustees/Directors currently, there is space for one new Trustee/Director.

### Process and Selection Criteria

Potential candidates are invited to submit a 1–2 page statement highlighting:

- Relevant skills and experience
- Commitment to Cycling Scotland’s vision, mission and values and the personal contribution they will make to this
- Rationale for applying to join the Board
- Understanding of the role of Trustee, awareness of any potential conflict of interest and importance of Partnership for Change and commitment to diversity

### Timetable:

- 28 October 2022: Application Process launched
- 28 November 2022: Closing date for submitting statement of application
- w/c 5 December 2022: Interviews of short-listed candidates
- w/c 12 December 2022: Successful candidate notified
- Successful candidate will be co-opted to the Board and put forward for election at 2023 AGM

The interview panel will consist of three Trustees/Directors (the appointment panel) supported by the CEO and the Company Secretary.

Successful candidates will be assessed against five criteria:

- Potential contribution to the Board (against requirements on Board members)
- Potential contribution to Good Governance (as highlighted in Scottish Governance Code for the Third Sector)
- Evidence of understanding of and commitment to Cycling Scotland’s vision, mission and values
- Personal rationale for joining the board
- Potential contribution to Partnership for Change and diversity commitments

### How to Apply

Please submit a 1–2 page statement, as outlined above, to [personnel@cyclingscot](mailto:personnel@cyclingscot). Please also submit an [equal opportunities form](#), [downloadable from our website](#).



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Scotland**

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Cycling Scotland is a Charitable Company Limited by guarantee.  
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