

## **Board of Directors, Chair**

### Recruitment pack

#### **Contents**

#### **page no.**

- |   |   |
|---|---|
| 1. Welcome letter                       | 2 |
| 2. About Bright Light and our Board     | 4 |
| 3. About the Chair role                 | 5 |
| 4. Further information and how to apply | 7 |

## Welcome from Simon Massey, Chair of Bright Light's Board

Dear applicant

Thank you very much for your interest in the role of Chair at Bright Light.

I hope that this short information pack will explain a bit more about Bright Light, the role of Chair and what we are looking for. It will hopefully help you decide whether you would like to apply.

Bright Light has gone through a lot in the last couple of years, with big changes in both the staff team and the Board. The pandemic and impact on the cost-of-living crisis continue to have an impact, but all the hard work by Bright Light staff and Trustees means we are weathering these challenges and looking forward to the future.

After six years on the Board, I am stepping down in April 2024 at the end of my second three-year term. I spent three years as a Trustee, one year as Vice-Chair and, by the time I step down, almost two years as Chair.

I am very proud of what Bright Light has achieved in those six years, in particular since the pandemic. The staff and Trustees have had to adapt and innovate, take risks and work harder than ever before, always keeping their eye on delivering the best counselling service possible.

We are in the first year of our new Strategic Plan which was developed by the Board and staff and gives us a clear direction for the next the couple of years. We are also fortunate to have a good level of reserves following the sale of property in August 2021 but, and it's a big but, the current environment is very challenging and both the staff team and Board are working hard at ensuring the medium- to long-term sustainability of the organisation.

We are finalising a recruitment drive for new Trustees to ensure we have a robust Board that meets our governance requirements and provides a mix of skills and knowledge. It will include Directors who have been involved in Bright Light for a couple of years and new Directors starting over the next couple of months.

The Chair will be expected to lead the Board and work closely with Mark, the CEO, and the rest of the staff team where required. In my experience, the Board is very supportive, experienced, and committed while the staff team are so dedicated and enthusiastic towards the charity – it's a pleasure to be part of Bright Light.

As with many smaller charities, the role can sometime be quite hands-on so it's important that the new Chair has the capacity to be able do the role justice and offer Bright Light staff and Trustees the time they need.

Cont'd.....

I have started the recruitment ahead of time to allow a reasonable handover / transition period and hope to follow this timeline:

- January/February 2024: finalise recruitment and make offer
- February: introductory meetings and observe the Board meeting (21/02/24)
- March: induction / meetings
- 1 April: formal handover
- May: chair first Board meeting (15/05/24)

Once you have read through this pack, if you would like to discuss the role of Chair, please get in touch with me on [simon@bright-light.org.uk](mailto:simon@bright-light.org.uk) We can set up a call to answer any questions.

If this feels right for you, I'll look forward to hearing from you.

All the best

A handwritten signature in black ink that reads "S. Massey". The signature is written in a cursive, slightly slanted style.

Simon Massey  
**Chair, Bright Light**

14 December 2023

## About Bright Light and our Board

Bright Light provides counselling support for families, children, and young people in both family and individual sessions. Our focus is supporting the positive mental health of the individual in relationship to others - family members, friends, people they encounter including professionals, their communities and with themselves.

Established in 1948, Bright Light's services have developed and evolved considerably over the years. We recently launched our updated values and 2023-2026 Strategic Plan which provides the blueprint for Bright Light's focus and development over the next three years.

Underpinning all our activity – from our direct delivery right through to Board decision-making – are our values which were developed by the staff in 2022. These are:

- Professionalism
- Working together
- Optimism
- Kindness
- Fairness.

Bright Light has got an incredibly dedicated staff team, led by Mark Mackenzie-Smith (CEO), who have seen the organisation through the pandemic and current cost-of-living crisis. Their knowledge, enthusiasm and commitment has seen the charity manage these challenges and position us to continue as a sustainable organisation.

Our Board, working collectively, is responsible for the governance of Bright Light. It works to ensure that the charity is effectively and properly run and is meeting its charitable purposes.

The Board usually meets as follows:

- 4 x Board Meetings. 2½ hours on a weekday evening in February, May, August and November. These alternate between online and in-person meetings, with the in-person meetings usually followed by a meal out.
- 1 x Annual General Meeting. Hybrid meeting allowing both online and in-person attendance. Timings and dates differ each year. The last one was May 2023.
- 1 x Board and Bright Light senior staff Strategy Day. In-person meeting. Timings and dates differ each year. The last one was March 2023.

As per our Articles of Association (the governing document), a term on the board is currently three years and each Trustee can be on the Board for up to two terms. However, there is no expectation that a Trustee remains for the full six years. (Note: our Articles of Association are currently under review)

Although the Trustee role is non-remunerated, reasonable expenses will be reimbursed.

An induction programme will be provided and we encourage Trustees to join the SCVO Trustees Network while ongoing training will be available to meet identified needs.

## About the Chair role

As the Chair, you will lead the Board in its collective role and responsibility to deliver sound governance, develop strategy, monitor quality and support the effective, and sustainable, delivery of counselling services across the Lothians.

The key responsibilities for all Trustees are to:

1. Ensure that Bright Light conducts its business in line with its Articles of Association, the requirements of the Scottish Charity Regulator (OSCR) and relevant legislation.
2. Attend Board Meetings and contribute actively to the role of the Board of Directors in determining strategy and having effective oversight of the work of the organisation.
3. Ensure that the organisation's resources are used to help the charity fulfil its charitable purposes and that its finances are systematically accounted for, audited and made publicly available.
4. Foster effective relationships between members of the Board and staff, and where applicable, other key stakeholders / partners.
5. Participate where appropriate in the recruitment of senior staff.
6. Promote Bright Light and its work.
7. Contribute any specific skills, knowledge and experience to assist the Board to reach sound decisions. This may include getting involved in specific pieces of work outside Board meetings.
8. Ensure that the values of Bright Light are at the heart of everything you do as a director of the charity.

Specific responsibilities for the Chair are to:

1. Prepare for and chair Board meetings and lead / oversee relevant sub-committees.
2. Ensure minutes are approved with decisions and actions implemented as agreed.
3. Undertake an annual review and evaluation of the Board performance and ensuring support is in place and development needs considered.
4. Provide regular supervision and professional development of the CEO and undertake an annual review.
5. Ensure arrangements are in place for the recruitment and appointment of the CEO (as applicable).
6. Be part of the Relationships Scotland Member Service Chairs group and wider Relationships Scotland network.

## Person specification

<b>Essential</b>	
Commitment to Bright Light	<ul style="list-style-type: none"> <li>• Interest in improving lives through relationship counselling.</li> <li>• Commitment to the mission, aims and values of Bright Light.</li> <li>• Ability to commit the necessary time to lead and actively participate in the Board and its work.</li> </ul>
Governance	<ul style="list-style-type: none"> <li>• Previous governance roles in the charity sector</li> <li>• A broad understanding of charity governance issues, responsibilities and regulatory requirements.</li> <li>• Ability to ensure that Bright Light activities are in line with what the charity has been set up to achieve.</li> </ul>
Leadership	<ul style="list-style-type: none"> <li>• Experience of leadership roles in their own area of expertise.</li> <li>• Ability to working with the CEO and Board to deliver to their specific, and collective, responsibilities.</li> <li>• Ability to demonstrate objectivity, fairness, integrity, discretion and good judgment.</li> <li>• Ability to take a risk aware approach to decisions.</li> </ul>
Strategy	<ul style="list-style-type: none"> <li>• Experience of strategic planning.</li> </ul>
<b>Desirable</b>	
Governance and leadership	<ul style="list-style-type: none"> <li>• Understanding of charity finance and the financial environment the charity sector operates in</li> <li>• Experience of developing, supporting or delivering innovative income generation or business practices</li> </ul>
Networks and experience	<ul style="list-style-type: none"> <li>• Networking experience at all levels with an existing network of SME and Third Sector contacts.</li> <li>• Previous or current experience of voluntary work.</li> </ul>

## Further information and how to apply

If you would like to find out more about this role, or the work of Bright Light, then please email Simon Massey, the current Chair, on [simon@bright-light.org.uk](mailto:simon@bright-light.org.uk) and he will arrange a time for a call or to meet.

For a bit more background information about the Trustee role in Scotland, have a look at the [SCVO website](#).

## How to apply

We are keen to have a diverse group of Trustees so want to hear from people from different backgrounds and lived experiences.

We want to make the application process as straightforward as possible so please send us:

- Your CV including two references
- A letter of between 500-600 words (around one page)
- Our Monitoring Form

Your letter should let us why you are interested in becoming the Chair and provide a brief outline of the skills and experience you would bring. If, rather than writing, you would like to submit a video or a voice recording, that would be great.

Send your CV, letter/video/voice recording and Monitoring form to [mark@bright-light.org.uk](mailto:mark@bright-light.org.uk)

If you would like to chat about the roles, please send an email to Simon and we can arrange a call.

Interviews will be online.

References will be taken up after interview and before formally offering the position to the successful applicant.

Before becoming the Chair, we will send the successful applicant a Trustee Consent and Declaration Form for completion.

Thank you for your interest, and we look forward to hearing from you.