



COSCA (Counselling & Psychotherapy in Scotland)
16 Melville Terrace | Stirling | FK8 2NE
t: 01786 475 140 f: 01786 446 207
e: info@cosca.org.uk w: www.cosca.org.uk

Lay Representatives on COSCA's Board

COSCA (Counselling & Psychotherapy in Scotland) wishes to co-opt two new members of the public as Lay Representatives onto its Board.

As Scotland's professional body for counselling and psychotherapy, we seek to advance and support all forms of counselling, psychotherapy and the use of counselling skills.

We are looking for two people on a voluntary basis who have a broad interest in counselling and psychotherapy, who are not counsellors, psychotherapists or counselling skills practitioners and not individual members of COSCA and/or workers within a COSCA member organisation, and who will help to provide strategic leadership for COSCA. Good team working is important for this innovative and challenging appointment.

Successful applicants will be co-opted initially for a period of one year, renewable up to a maximum of 3 years. They will be required to attend quarterly meetings of the Board, usually on Monday mornings and in Stirling. Lay Representatives can speak at Board meetings but are not allowed to vote or be counted in the quorum needed for Board meetings. Induction support will be provided. Previously agreed travel expenses can be claimed for attendance at Board meetings.

For full details on how to apply, please see under vacancies/COSCA on our website. www.cosca.org.uk. To discuss your interest, please contact Brian Magee, Chief Executive. brian@cosca.org.uk

The closing date for applications is **30th June 2018**.

January 2018



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Lay Representatives Application Briefing Pack

Introduction

Thank you for your interest in becoming a Lay Representative on the Board of COSCA (Counselling & Psychotherapy in Scotland). This application briefing pack sets out the information relating to Lay Representative appointment. After reading the information, we hope that you will decide to apply to become a Lay Representative.

Why Become a Lay Representative?

Becoming a Lay Representative provides you with the opportunity to become involved and play an active role in the field of counselling and psychotherapy. This appointment is a way for you to contribute to the advancement of counselling and psychotherapy in Scotland, improve your contacts and use and develop your skills and experience.

The Board

COSCA's Board currently consists of around eleven individuals, most of whom represent an area of interest linked to the implementation of COSCA's Development Plan. Positions on the Board include Chair, Vice Chair, Treasurer, and Board members. Apart from office bearers, most of the current members of the Board have been elected by the COSCA membership. In addition, there are also 2 lay representatives on the Board.

Duties and Responsibilities of the Board

The role of the Board is:

- to ensure that COSCA complies with all legislative and regulatory requirements
- to ensure that COSCA uses its resources exclusively in pursuance of its charitable objectives
- to give firm strategic direction to COSCA, setting overall policy, defining goals and evaluating performance

- to safeguard COSCA's reputation and values
- to ensure the effective and efficient administration of COSCA
- to ensure the financial stability of COSCA
- to protect and manage the property of COSCA, and to ensure the proper investment of COSCA's funds
- to employ COSCA staff

In addition to the above, members of the Board are expected to use their skills, knowledge and experience to help the Board to reach sound decisions.

Lay Representative Person Specification

All applicants must have a demonstrable commitment to COSCA's objectives. To be eligible to apply as a Lay Representative, applicants cannot be counsellors, psychotherapists or counselling skills practitioners. Applicants also cannot be individual members of COSCA and/or workers within a COSCA member organisation.

Lay Representatives can speak at Board meetings but are not allowed to vote or be counted in the quorum needed for Board meetings. Induction support will be provided.

In addition, all applicants must be able to demonstrate the following skills:

- the ability to think strategically and creatively
- ability to discharge the core responsibilities of being a charity director
- willingness and ability to commit the time to Board meetings
- willingness and ability to be an effective ambassador for COSCA

In addition, applicants must be able to demonstrate skills, knowledge and experience in at least one of the following:

- financial management/accountancy
- income generation
- human resources expertise
- experience as a teacher, nurse, doctor, social worker, lawyer, or a professional role other than that of a counsellor, psychotherapist or counselling skills practitioner
- experience as a Board Member or Trustee
- experience in marketing
- relevant media experience

Time Commitment and Nature of Involvement

The term of appointment is one year, with the possibility of renewal at the end of each term, up to a maximum of three years. Lay Representatives will be co-opted by the Board to become members of it and attend its quarterly meetings. These meetings usually take place in Stirling on Monday mornings and are two hours in length.

In addition, Lay Representatives may be given opportunities to become involved in other ways in the work of COSCA e.g. attendance at COSCA events, membership of working groups etc. Any reasonable and previously agreed expenses whilst fulfilling the duties of a Lay Representative will be reimbursed.

Eligibility

Under section 69 of the Charities and Trustee Investment (Scotland) Act 2005, individuals are disqualified from becoming charity board members if they:

- are under 18 years of age
- have an unspent conviction for dishonesty or an offence under the Act
- are undischarged bankrupt
- have been removed under either Scottish or English Law or the courts from being a charity trustee
- are disqualified from being a company director

Conflicts of Interest

Lay Representatives will be required to declare in their application any conflicts of interest and, if appointed, work within the COSCA Conflict of Interest Policy.

Application Process

You are invited to apply to become a Lay Representative by completing and signing the application form included in this Information Pack. Please return your completed application form by 30th June 2018 to:

Brian Magee
Chief Executive
COSCA (Counselling & Psychotherapy in Scotland)
16 Melville Terrace
Stirling FK8 2NE

All applications will be acknowledged on receipt. Applicants will be assessed against the above Lay Representative Person Specification criteria. Short listed applicants will be invited to discuss their application with the Chief Executive.

Further Information

Please contact Brian Magee, Chief Executive, if you would like to discuss your interest in becoming a Lay Representative. brian@cosca.org.uk

Further information on the work of COSCA (Counselling & Psychotherapy in Scotland) can be found on our website. www.cosca.org.uk

Further information on the role and responsibilities of charity trustees can be found on the website of the Office of the Scottish Charity Regulator. www.oscr.org.uk

Brian Magee, Chief Executive, COSCA (Counselling & Psychotherapy in Scotland)



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**THE BOARD OF COSCA
 (COUNSELLING & PSYCHOTHERAPY IN SCOTLAND)**

LAY REPRESENTATIVE APPOINTMENT APPLICATION FORM

PERSONAL DETAILS OF APPLICANT

Name:	
Address:	
Post Code:	
Email:	
Telephone (Daytime)	Telephone (Evenings)

ELIGIBILITY CHECKLIST

Please tick the boxes below that apply to you.

- I am not a counsellor, psychotherapist or counselling skills practitioner
- I am not an individual member of COSCA and/or a worker within a COSCA member organisation
- I am over 18 years of age
- I have never been convicted of any offence involving dishonesty or deception
- I have not been convicted of a crime and sentenced within the last 5 years
- I have never been made bankrupt nor made a composition with creditors
- I have been made bankrupt (or made a composition with creditors) but was discharged in respect of it on *(please enter date)*
- I have never been disqualified from being a company director
- I have never been removed from office as a charity director on the grounds of misconduct or mismanagement
- I am, in light of the above, not disqualified by The Charities and Trustee Investment (Scotland) Act 2005 Section 69, from acting as a charity director

CONFLICTS OF INTEREST

Please list any potential conflicts of interest that you are aware of.

EXPERIENCE

Have you ever been a charity director or trustee before? (If yes, please give details.)

SUPPORTING STATEMENT

- Please provide a supporting statement, clearly outlining how you meet the requirements of a Lay Representative on COSCA's Board. Please continue on a separate sheet if necessary (maximum 2 pages)
- Please refer to the Lay Representative Person Specification in Application Briefing Pack and demonstrate how you meet the required criteria.

DECLARATION OF WILLINGNESS TO BE APPOINTED

I declare that the information I have given is true and correct. I am aware that the information given above will be made available to the interview Panel, and, if necessary, to the COSCA Board.

Print Name:	
Signature:	
Date:	

REFERENCES

Please provide us with the names and contact details of at least two referees who are willing to submit a reference in support of your application. Please note that we cannot accept references from family members.

Name of Referee	Name of Referee
Relationship	Relationship
Company/Organisation	Company Organisation
Telephone	Telephone
Email	Email
Address	Address

For assistance in completing this form, please refer to the Application Briefing Pack.