

Director Role – What's Involved & How to Apply

What do Directors do?

Our Directors make crucial decisions. They have oversight of Voluntary Action Orkney's (VAO) activities, funds and future, in other words, they're in charge of VAO's affairs.

Some of these responsibilities can include:

- helping the Chief Executive lead the organisation.
- contributing skills and expertise to an important cause.
- leading the strategic development of the organisation.
- making sure VAO is delivering on its goals and objectives.
- looking after VAO's finances.
- taking care of VAO's assets.

Because our Board is responsible for such a broad overview of VAO, we are looking for people with a range of different expertise and skills.

Why should you become a Director?

Being a charity Director means leading the organisation. It's a vital and stimulating role, ensuring VAO is not only reaching its goals, but is forward-thinking and running as efficiently as possible. Directors set the direction of the organisation and work closely with the Chief Executive. They're strategic, and they're an absolutely necessary part of any charity.

Becoming a Director of a charity is both a rewarding way to help your community and a way to learn fantastic new skills. It's an invigorating and dynamic role, which puts you at the very heart of a charity and its work, liaising with a team of like-minded people.

It's also great experience to add to your CV, whether you work in the charity sector or not. And if you're already highly skilled, it's a great way to use these skills to make a difference for a cause you're passionate about.

You will be provided an induction and training on all aspects of this role. VAO will supply all appropriate resources. A resolute person will be available to give you continuous support, advice and guidance. Other team members will be available for help, support and advice. Our Board are committed to continuous learning and development and working as a team to share knowledge and experience.

So, what are you waiting for, apply to become a Director with VAO.

About Us

Voluntary Action Orkney (VAO) aims to improve the lives of people living in Orkney mainland and outer isles. We do this by supporting and developing the Third Sector in Orkney, by listening to their needs and working collaboratively with them.

Our main activities involve community participation, where we support and promote the development and sustainability of the local third sector here in Orkney, for example, volunteering, community groups, charities, voluntary organisations and social enterprises.

We are a Third Sector Interface (TSI). TSIs provide a single point of access for support and advice for the third sector within local areas. There is a TSI in each local authority area in Scotland. One of the TSI's roles is to represent the third sector in community planning. [Further details about the Third Sector Scotland Network.](#)

VAO is a registered Scottish charity.

Information on our current Directors can be found by visiting our website <https://www.vaorkney.org.uk/who/team>

Directors Appointment

Directors are appointed to hold office until the conclusion of the third Annual General Meeting following their appointment (a "term"). Directors are eligible for re-election provided that no-one may serve for more than six consecutive years.

Governance & Compliance

As a Director you will support VAO's legal duties and compliance requirements. This includes:

- Completing identity verification (Companies House requirement for all Directors, with full support from VAO)
- Being registered as a charity trustee with OSCR
- Reviewing and approving annual accounts and returns

VAO will guide and support all Directors through these processes during induction.

Duties and Responsibilities of a Director

As a Director you will work closely with other Directors to provide governance and contribute to the overall strategy of the organisation, ensuring that it meets its objectives and primary aims as a charitable organisation. You will also be required to:

- Ensure effectiveness of, and accountability for VAOs operations, aligned with our primary aims and criteria set by our funders.

- Communicate effectively with Directors, the Chief Executive, and staff, as well as other stakeholders, including our members.
- Championing the primary aims of the organisation and ensuring that our work is always focused on those it works to serve.

Essential Criteria Required for a Director

- You will be a credible spokesperson for the organisation with the ability to communicate effectively across all levels and backgrounds.
- You will be balanced in your approach to governance, able to make good decisions and communicate your thoughts and ideas to others effectively.
- You will understand the duties and responsibilities of a Director and work to these accordingly.
- Knowledge and understanding of:
 - Volunteering
 - Community Groups
 - Charities

Desirable Criteria

- Experience as a Charity Director
- Awareness of own limitations of knowledge and a willingness to further learn

We welcome candidates from diverse backgrounds who can apply their experience to this role.

Time Commitment

Board meetings are held quarterly, and you will be required to give a maximum of 8 days per annum.

- 4 days – Board Meetings
- 1 day – Annual General Meeting
- Up to 3 days – Sub groups, training, or interim meetings

Our next Board Meetings are scheduled as follows and are hybrid meetings (Anchor Buildings and Teams):

- 10 December 2025
- 26 March 2026

Communication

You will be required to be contactable by email and/or by phone to consult on decisions or documents which require comment between board meetings. It is vital that Directors are able and willing to contribute where required, and that this is understood as a necessary part of the appointment.

Expenses

All reasonable expenses will be reimbursed in line with our expense policy.

For an application pack please download or contact Morven Brooks on 01856 872897 or email morven.brooks@vaorkney.org.uk