


IMPROVEMENT SERVICE BOARD

Board Member Role Profile





The IS is the 'go to organisation' for Local Government improvement in Scotland. Our vision is 'to be an agile organisation that supports and mobilises resources for our partners, to manage the challenges they face in improving outcomes and reducing inequalities'.

Board Member Responsibilities

- ▶ Having a comprehensive understanding of the IS's purpose, priorities, programmes and values.
- ▶ Contributing to strategic decision making, including the development of strategic plans and policies.
- ▶ Keeping up with issues and trends that affect the IS organisation/company.
- ▶ Understanding the organisation's financial affairs and ensuring fiduciary responsibilities are met.
- ▶ Approving audit reports, budgets, and business decisions.
- ▶ Ensuring the organisation complies with legal requirements.
- ▶ Maintaining confidentiality on all internal organisational affairs.
- ▶ Maintaining independence of thought and action in relation to IS Board duties.
- ▶ Regularly attending board meetings and participating actively and conscientiously.
- ▶ Preparing for meetings by reviewing the agenda and supporting documentation.
- ▶ Building a collegial working relationship with other Board Members that contributes to consensus.
- ▶ Participating in the constructive challenge, scrutiny and support of business operations and the IS Senior Leadership Team.
- ▶ Actively participating in Board self-assessment and skills audit exercises.
- ▶ Reinforcing IS values through their behaviours and in line with the IS Board [Code of Conduct](#).

Board Member Requirements

Essential requirements

- ▶ Proven experience in **strategic leadership**.
- ▶ Proven knowledge and understanding of **Board level accountabilities**, i.e., risk management, financial controls, performance management, holding executives to account.
- ▶ Strong **people leadership, management and development** skills

- ▶ Experience of working with **governance structures** in other organisations, including legal, regulatory, and financial frameworks compliance.
- ▶ **Business development** experience including commercial acumen and an understanding of **digital entrepreneurship**.
- ▶ Commitment to **champion the work and develop the strong reputation** of the organisation.
- ▶ Knowledge and experience of the **public sector environment** in which the IS operates.
- ▶ Sufficient **time availability** for board duties.
- ▶ Strong **diplomatic and interpersonal** skills.

Desirable requirements

Board level or senior operational level experience of:

- ▶ Digital strategy leadership.
- ▶ Digital marketing and optimising social media.
- ▶ Innovation of new products and services.
- ▶ Business Development and digital entrepreneurship.

Board Tenure

For all Non-Executive Board members, the maximum Board tenure is five years.

Time Commitment

The expected commitment for Board members is to attend 4 half day Board meetings per year, plus an annual strategic Away Day, approximately 3 Deep Dive workshops per year and our Annual General Meeting. The combination of set date engagements together with preparation and travel time ahead of meetings is estimated at between 10 - 15 days per year.

Remuneration

IS Board membership is non-remunerated for all COSLA and SOLACE nominated Board members.

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