



OSS Board Terms of Reference

1. The Board's overall role

The Board operates within the structure of the Constitution of the Observatory for Sport in Scotland (OSS). The Constitution is the formal governing document of the Charity.

This Terms of Reference is guidance for the Board in its leadership role for the OSS.

The Board is further guided in this role by:

- The currently stated Vision, Mission and Objectives
- The Operational Framework for the operation of the charity – OSS.

2.1 General expectations of the Board

- To set the Observatory's strategic direction and to guide and assist the Observatory in achieving its goals
- To understand and support its mission, goals and fundraising plans
- To suggest possible nominees for the Board, if additional Members are needed
- To undertake special assignments when required

2.2 Fundraising

- To help implement agreed fundraising and communications strategies through a combination of personal influence, support and advice
- To become involved in establishing and implementing fundraising plans
- To help identify individuals and organisations that might support the fundraising programmed
- To assist with the involvement of potential supporters and to help solicit gifts

2.3 Financial monitoring

- To receive reports from the Director with regards to the achievement of fundraising targets and their management and expenditure to achieve the Observatory's Strategic Plan.

2.4 Meetings

- To prepare for and participate in Board meetings, fundraising meetings and related activities.
- The Board will meet approximately four times a year.
- To maintain confidentiality of the meetings and Observatory business as appropriate.

2.5 Representation

- To help raise the profile and visibility of the Observatory.
- To speak on behalf of the Observatory when required
- To feature, with agreement, as part of the publicity and promotion of the Observatory.

3. Time commitment

- Four three-hour Board meetings per year and preparation for the meetings
- Two or Three year initial commitment
- Up to four other events per year (eg. Conference, seminars, dinners or receptions)
- Personal involvement in approaches to potential donors, as appropriate (including signing letters and attending one-to-one meetings, supported by the Director).

4. Board

- The Board will comprise up to 12 senior successful, influential and well-networked individuals possessing a range of desirable skills and experience to support the Board and Director, and, where possible, will share a track record of interest in community sport.

5. Support

- The Board will benefit from the full support of the Director, and, when positions are filled, the Fundraising Director, Research Director and Programme Assistant.

The Board will not be responsible for:

- Day-to-day co-ordination of the work of the Observatory office
- Producing documents and papers
- Financial accounting and transactions
- Arrangements for external meetings or visits to potential donors, or for other fundraising activities
- Work on the technical or budgetary elements of strategy and related projects

