



The Scottish International Education Trust is seeking a new Chair.

About the Trust. The SIET was established in 1971 to support and celebrate talented Scottish individuals on their educational journey.

The value of education and how it transforms individuals and society is at the heart of the Trust's work. Its mission is to support talented individuals through education, to reach the next stage of their life so they can make a contribution as proud Scots in the international arena.

It has evolved to *support excellence in need*, most specifically those Scots doing post-graduate and Masters level study, giving a maximum grant of £3,000 – although often lesser amounts to those with carefully calculated budgets. The recipients are involved in a modern range of disciplines with study at any number of UK and international universities and institutions. The Trust currently gives up to 40 grants per annum totalling c£80K.

Applicants are assessed based on a personally written case for support; the level of promise as well as individual circumstances are taken in to account, with references required.

There is a (part time) Director whose main remit is to assess applications and make recommendations regarding awards for discussion at the bi-annual Trustee meetings. Turcan Connell charity division supports the administration of SIET.

The Trust is over-subscribed and in order to answer the need funds have been dispersed in the full knowledge that within a few years the Trust's capital will be diminished. It is hoped that a new chair would be able and willing to seek to raise funds so that the Trust might continue its much-valued work.

The testimony of previous recipients is hugely positive – and telling – and just some of their stories are to be found on the website: <https://scotinted.org.uk/stories/>

There are up to twelve Trustees with significant backgrounds and experience and due to the length of term, recruitment of two or three new Trustees will be necessary within the year.

Trustee and Chair positions are unremunerated.

There is an opportunity for the new chair to make a real difference to the life and future of the SIET – and to all the individuals who will apply in the future.

For further reference please see below - **SIET Chair Role**

Further information can also be found by exploring the website. <https://scotinted.org.uk>

Chair Role

Basics of the role

Charity trustees are the people who ultimately exercise control over, and are legally responsible for, the charity. Each board of charity trustees has a Chair and their duties include :

- Leading the board;
- Ensuring smooth running of board meetings;
- Promoting good governance among fellow charity trustees;
- Providing supervision and support to the director;
- Acting as a figurehead or spokesperson for the charity where required.

The Chair must co-ordinate the board of charity trustees to ensure that appropriate policies and procedures are in place for the effective management of the charity. The Chair shall also ensure that the Board remains compliant with the law, regulations, and the requirements of the charity regulator. In order to achieve this, the Chair works closely with Turcan Connell who advise the board on legal matters and assist with the administration of the charity.

The Chair will normally lead on any issues that require formal legal advice and will act as the point of contact between the board and Turcan Connell. However, other trustees may have delegated responsibility and will actively engage with the legal advisors on agreed upon matters.

The Chair will steer and oversee the implementation of SIET's strategic direction. Along with the assistance of the trustees, the Chair is responsible for managing finance and risk effectively.

Time Commitment

Although there are only two formal board meetings each year, the trustees may agree to meet throughout the year to discuss important matters in relation to strategy and development. Meetings usually take place in person with virtual attendance available for those that are unable to attend meetings in Edinburgh.

The Chair may be required to deal with urgent items of business between meetings, in addition to preparing for and participating in Board meetings.

Trustee Meetings

Liaise with the director before the bi-annual meetings.

Liaise with Turcan Connell in relation to papers to be shared with trustees ahead of the bi-annual meetings. Turcan Connell will prepare the papers, including the agenda and the Chair will approve the papers ahead of circulation.

Chair the bi-annual meetings.

External Communications

Liaise with Turcan Connell re any external queries or contacts requiring a policy based or strategic response. Examples: press enquiries; concerned applicant.

The Director is responsible for the assessment process along with the assistance of Turcan Connell who respond to the initial enquiries. The Chair will usually only be involved in the initial application process if there have been concerns/complaints that have been raised by the applicants.

Strategic Direction

Prepare for and chair any strategy meetings. The Chair will agree with the trustees on the need for any strategic review and will normally take responsibility for ensuring that any appropriate actions are undertaken.

In the past this has included facilitating conversations with potential donors and leading on discussions with the trustees in relation to the future of SIET. The Chair has taken on the responsibility of exploring possible alternatives and presenting these to the board of trustees.

Financial

SIET is required to submit a set of annual accounts to OSCR each year. Turcan Connell will prepare the accounts on behalf of the trustees and circulate the accounts for signing at the Spring meeting. The Chair will normally sign the accounts on behalf of the trustees.

The trustees have collective responsibility to manage SIET's finances, which includes reviewing the performance of the investment managers. While the Chair may be the lead contact with the investment managers, trustees with the relevant skills and experience, and Turcan Connell, will assist the board with their duties. An investment update is provided at every meeting along with a brief report on the charity's finances.

Development Committee. Chair.

The Chair has taken the lead on strategy development, with a particular focus on fundraising. The Chair currently takes an active role in the delivery of the strategy, which in the past has included identifying a list of potential donors and engaging with the SIET alumni. In future another Trustee could chair this committee.

Nominations Committee – member

The Chair is a member of the Nominations Committee. The remit of the Nominations Committee is to keep the structure, processes and membership of the Trust under review and make recommendations to the Trustees from time to time.

The Nominations Committee ensure that the Trust has a healthy turnover of appropriate Trustees and will lead on the appointment of Chair and Vice Chair.

Trustees act on a voluntary basis and are unremunerated but expenses are paid.

If you are interested in the role and / or would like to know more please email chair@siet.org.uk

15/8/24