

## Director Recruitment Form

- 1. Name of CIC –** Portsmouth Forest School CIC
- 2. Please write up to 200 words about your organisation, including its charitable purposes and its activities.**

Portsmouth Forest School is a registered community interest company, operating to provide benefit to people in the Portsmouth area. Our vision is to see a community of motivated, happy people connected with each other, nature and the outdoors, providing opportunities for people of all ages and backgrounds to get out into the woods, enjoying and noticing nature and the world around them. Opportunities encourage people to explore in ways that suit them, supporting a self-directed personal development journey and consequently feeling the benefits socially, emotionally, cognitively and physically.

We are based at Hilsea Lines where we run some regular weekly sessions and holiday sessions. Term time we run toddler Forest School sessions, and alternative provision sessions for children unable to access the national curriculum; During the holidays we run woodland holiday clubs for children only and family days. We also run SEND family sessions, family sessions and a woodland holiday club during the holidays at Beacon View Primary School, among other activities.

We offer nature-based learning programs which help to build confidence, resilience, and social skills through participant-led hands-on experiences in natural settings. Typical sessions that enable reconnection with nature include nature arts and crafts, self-guided activities such as painting, hammocks and mud kitchen. To encourage focus and gathering together there is campfire making and cooking snacks or lunch over the campfire.

- 3. What essential skills and experience are you looking for in a trustee?**

As a Board of Directors we acknowledge our community focus as a CIC, understanding the purpose of a CIC and how the CIC regulations apply. For new members to the Board we undertake to provide induction and development of understanding to enable all our members to be confident in their role of advancing our community purpose.

Our directors play a vital role in bringing their skills, commitment and experience to the CIC. Through our collective experience and capabilities we need to provide:

- Strong leadership and strategic decision-making, both essential to help the CIC reach our vision and community purpose, execute our plans effectively and manage risks.
- We need to actively listen to our executive directors, using our knowledge and consideration to constructively challenge, in order to help develop the CIC.

For the current vacancy, please see specific skills below.

**4. Are you looking to fill a particular role on Directors board – such as Treasurer or Secretary? Can you outline the key responsibilities?**

The company secretary has a key role to play in ensuring that board procedures are both followed and regularly reviewed, maintaining the integrity of the CIC. Currently within Portsmouth Forest School CIC there are a variety of directors undertaking oversight of legal obligations, including ensuring we are operating within the Government regulations. Therefore, whilst having equal oversight as all the directors, the role of the secretary has a key focus of ensuring that all the directors carry out this oversight in a timely and efficient manner, as well as ensuring validation of legal requirements.

- Be aware of the CIC's legal company documents and where they can be accessed.
- Ensuring the board follows all the procedures in a timely manner, as described in the Articles of Association.
- Having sight of the timeline for board meetings, actions and CIC reports, and ensuring relevant actions are taken in a timely manner:
  - Ensuring completion of the Confirmation Statement
  - Ensuring submission of annual accounts and CIC34
  - Board meeting agenda agreed and distributed.
  - Board meeting minutes and directors' action log completed and distributed.
  - Ensuring Board actions followed up as appropriate.
  - Ensuring relevant insurance is in place.
  - Have a directory of the recording systems used within the CIC and where they are stored.

Consequently, we are looking for someone who is well organised, computer literate and works in a structured fashion.

**5. What is the approximate time commitment required – hours per month?**

Approximately 4hrs per month remotely and physical attendance at the quarterly 2 hour Board meeting.

**6. Where and how frequently are trustee meetings held? Are they held in person or online?**

Director's meetings are quarterly in person in Cosham.

**7. Do you reimburse trustees for any expenses they incur when carrying out their duties?**

We pay travel expenses and parking (if applicable) when attending events for or on behalf of Portsmouth Forest School.

**8. Is there a closing date?**

No but we would like someone in place ASAP

**9. CIC website address**

[www.portsmouthforestschoolcic.co.uk](http://www.portsmouthforestschoolcic.co.uk)

**10. Social media links**

Facebook – <https://www.facebook.com/PortsmouthForestSchoolCIC>

Instagram - <https://www.instagram.com/portsmouthforestschoolcic/>

**11. CIC contact for further information.**

Janice Mason, Chair of the Board, email [connect@owlxlccic.org](mailto:connect@owlxlccic.org)