

# Director and Trustee of the Iona Community - Role Profile



The Memorandum and Articles of Association of the Iona Community stipulates that the Iona Community should have up to fifteen Directors, also known as Trustees. The Directors constitute the body known as Council. The majority (normally eight) shall be full Members. At least two of the directors shall be members of the Young Adults Group. For the rest not less than three and not more than five shall be appointed from outwith the membership. Council members are appointed for a period of 4 years, after which they may be eligible for re-appointment for up to a further four years. *(Article 23).*

Any casual vacancies that may occur within the Council shall be filled by the Appointments Panel's recommendation to Council. A person co-opted to fill a casual vacancy will hold office up to the expiry date of the term of office of the person whom they are replacing and will then be eligible for reappointment for one further term. *(Article 27).*

## Purpose of the role

A Director is appointed as a member of Council. The Council shall be responsible for the planning and carrying out of the policy of the Community, and for the administration, management and control of the affairs and property of the Community, and generally may exercise all such powers of the Community and do on its behalf all such acts as may be exercised and done by the Community. The Council shall appoint and employ such officers and staff as they consider necessary and shall regulate their duties and fix their salaries. *(Article 30).*

Council members also hold the role of charity Trustees. They are responsible for the Iona Community's governance and strategy, ensuring that it is administered effectively. Trustees account for the activities and outcomes of the different areas of the Community's work.

A Trustee must seek, in good faith, to ensure that the Iona Community operates in a manner consistent with its purposes, vision and values, and acts with care and diligence. The objects for which the Iona Community is established are detailed by statute in its Memorandum and Articles of Association.

The Trustee role is one of strategic oversight and governance. Employed staff are responsible for the operational management of their areas of work, overseen by the Executive Director and the Leader of the Community.

## Key responsibilities

Trustees will use their professional skills and experience alongside their personal gifts to support the work of the Council in developing and delivering on the aims and objectives of the wider Iona Community. All the trustees have charity trustee duties and through Council share collective responsibility. Trustees will actively contribute in Council to:

- ensure the charity operates in a manner consistent with its purposes, as set out in the governing document
- act with care and diligence
- manage any conflict of interest between the charity and any person or organisation who appoints trustees
- ensure all the Community's activities are within the law (Charities and Trustee Investment (Scotland) Act 2005)
- ensure the keeping of proper accounting records
- take control of how the charity raises funds
- take advice from properly qualified persons in matters on which they are not themselves expert
- have responsibility for the charity's reputation, guarding its ethos and values

Trustees will do this by participating in an engaged way in decision making and ensuring effective oversight and scrutiny through robust questioning and broad thinking.

Individual Trustees will also have specific liaison roles in areas of governance and strategy.

### **Time commitment**

Trustees currently meet in Council five times yearly. Four meetings are by video-teleconference link, generally lasting 2 hours, and one meeting in person over 2 days.

Some Trustees will also have roles in serving the Community Resources (3 trustees) and Community Life (3 trustees) committees, the Iona Community Trading Company (3 trustees) and in liaison roles for other aspects of the Community's work, these committees also meet 5 times per year in advance of Council meetings and again generally last 2 hours.

Trustees will give time in advance of Council meetings to read papers and contribute via phone, video-teleconference link and email to correspondence relating to the work of the Council. Specific liaison roles for individual Trustees may require additional meetings or contributions by video-teleconference link or email correspondence.

A comprehensive induction process will be provided for new Trustees. This will include Trustees training day support by professional organisations such as SCVO.

### **Remuneration**

This is a voluntary role. However, associated expenses will be met on submission of a claim form to the office of the Iona Community.

## Appointment Process

We have 3 vacancies for Trustees with effect from 2026 AGM and applications are invited to apply to act as a Director/Trustee.

Applications are sought from Members, Associate Members and Friends through direct communication. Applications will also be sought more widely by advert on Charity organisation and other relevant websites.

The application invites your reason for application and asks you to identify any skills and experience under selected headings, making specific reference to any skills sought in the call. It is not expected that applicants will complete all sections. You are also asked to provide details and evidence for each of the skills and experience you have indicated.

This information will assist the Appointments Panel in delivering an appropriate mix of director/trustee skills on Council, helpful in providing the strategic oversight and governance of the Iona Community.

### To apply please click the link below

[Iona Community Trustee application form – Fill in form](#)

Deadline for receipt of applications is 23.59 hours on 12<sup>th</sup> March 2026.

The Appointments Panel will shortlist applicants (*Article 25*), paying heed to the professional skills, experience and personal gifts relevant to support the work of the Council, and mindful of the need for equality, diversity and inclusion throughout the process. Shortlisted applicants will be invited for interview by videoconference (Zoom) by members of the Appointments Panel.

Applicants are asked to provide one referee who would only be contacted if invited for interview.

The Appointments Panel will submit the name of the preferred applicants for ratification by the membership of the Iona Community attending the AGM in June.

Members can communicate to the Company Secretary of the Iona Community any clarifications or objections regarding any proposed Director/Trustee in advance of the AGM.