

# Viable Corporate Services Board Opportunity: Role of Independent Board Member

October 2024



Changing Business,  
Changing Lives.

100 Great Patrick St, Belfast BT1 2LU



*Together We're Stronger*

# Welcome to Viable Corporate Services

Viable Corporate Services was established in 2015 as a professional services provider for our shareholders Include Youth and Voice of Young People in care.

Driven by our Board and Senior Management Team we have grown to deliver the portfolio to SME's across both the private and 3rd Sectors.

As a Social Enterprise, our profits support Young People in Care, and those from disadvantaged backgrounds, providing funding for programming in our parent charities, The Voice of Young People in Care (VOYPIC), and Include Youth.

We provide services across distinct functional areas, working to achieve our mission of providing high-quality client engagements at every client interaction. Our services include:



Bookkeeping, Payroll and Financial Management Reporting



Human Resources



Management & Governance Training



Strategic Consulting

We're proud to be the only Social Enterprise in the United Kingdom (UK) providing these services, using our truly unique business model to help create small changes in business, and create changes in lives with purposeful profit. Our Values reflect how we work with our clients :

*Together We're Stronger.*

Value 1  
We respect.

Value 2  
We listen.

Value 3  
We respond.

Value 4  
We develop.

Value 5  
We solve.

It's an exciting time for Viable Corporate Services having recently moved into our new purpose built facility at 100 Great Patrick Street with our shareholders. This facility provides a unique collaborative working environment to not only deliver professional services to our shareholders but also to deliver and host our client base from across Northern Ireland. As we look to the future we are keen to scale our presence across the region and evolve our services to respond directly to the needs of our clients.



# Role of Independent Board Member

## Main Duties

### 1. Safeguard and promote the vision, values and mission by:

- Understand why the organisation exists, its vision, what it stands for and acting in a manner that promotes the values, aims and ethos to accomplish its mission;
- Contribute to setting the strategic direction of the organisation;
- Ensuring that the organisation's vision, values and mission are clearly stated and can be understood and recognised by beneficiaries and by stakeholders;
- Regularly reviewing the vision, values and mission of the organisation to ensure that:
  - they continue to remain valid and relevant,
  - they take account of changes external to the organisation, and
  - the governing documents reflect this.
- Ensuring compliance with the organisation's objects, values and its governing documents;

### 2. Determine the strategy and structure of the organisation by:

- Ensuring the organisation sets aims/objectives that reflect its vision, values and mission;
- Working with staff to produce business plans that meet the intended aims and outcomes;
- Ensuring the organisation has appropriate structural, legal and governance frameworks;
- Ensuring the organisation makes best use of its resources, and
- Regularly reviewing and updating the business plan to keep it fit for purpose.

### 3. Ensure the organisation operates in an effective, responsible and accountable manner by:

- Ensuring there are a full suite of policies covering all major aspects of operation;
- Ensuring that the organisation provides for diversity and equality in its policies and practice;
- Appointing the Chief Executive and ensuring that he/she is supervised, supported and appraised;
- Ensuring compliance with employment law and other relevant legislation;
- Delegating, when appropriate, specific activities;
- Ensuring the organisation remains financially sound and that all funds are:
  - used and allocated wisely;
  - used only in furtherance of the organisation's objects;
  - used in accordance with the law and accounting requirements; and
  - audited annually in accordance with current legislation.
- Proactively and regularly reviewing risks to which the organisation is subject and taking appropriate action based on the assessment; and
- Monitoring the performance of the organisation and its assets.

### 4. Ensure the effective functioning of the organisation's Board by:

- Ensuring that the Board has a clear statement of its strategic and leadership role and appropriate role descriptions;
- Maintaining composition and skills mix of the Board in accordance with the organisation's governing documents;
- Having clear policies and procedures for the recruitment and replacement of Board members;
- Ensuring that all members receive induction and development training;
- Following modern rules and procedures to determine the conduct of the Board and its meetings and which are in accordance with the law and the organisation's governing documents;
- Ensuring that conflicts of interest including matters relating to benefits are, declared and handled in accordance with written policy and procedures; and
- Ensuring that processes are in place for regular review of the Board performance; and member performance.

## Number of Board Meetings

- There are typically 6 Board Meetings per Annum.

Viable Corporate Services are seeking to appoint independent board members with a range of experience from business development, marketing and with expertise on scaling a commercial business. This is a voluntary position; reasonable expenses will be reimbursed.



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# How to Apply

## How to Apply

To apply for the role, please send a CV and a covering letter outlining your motivation and suitability for the role to:

Viable Corporate Services CEO, Annette Greer at [annette@viablecs.org](mailto:annette@viablecs.org) by Friday 8th November 2024 at 12 noon.

Shortlisted candidates will be invited for an interview with a panel of board members.





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