

# SCMA Briefing Sheet

## Becoming an Elected Member

Scottish Childminding Association (SCMA) has developed this range of briefing sheets in response to the main questions we receive through our Helpline (01786 449063) which is open Monday to Friday, 10 am to 4 pm. This briefing sheet aims to provide you with everything you need to know about becoming an Elected Member for SCMA.

SCMA's Vision Statement:

“Quality childminding...building confident children within a family childcare experience.”

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SCMA is the only organisation in Scotland dedicated to supporting, guiding and helping childminders to provide the best childcare services they possibly can. The Association's main aim is to build confident children within a family childcare experience through supported, fully-trained childminders. In order to provide our members with a 'voice for childminding' we invite nominations for Elected Members each year.

When elected, the Elected Member will ensure their local authority area is represented in SCMA decisions. In doing this, Elected Members help SCMA to keep up-to-date with issues in childminding which we can then feedback to the Care Inspectorate and local and central Government.

### The Association

The Association is both a registered charity and a Company Limited by Guarantee managed by the Scottish Executive Board; the majority of board members are working childminders. The Association employs a growing number of staff to develop childminding. SCMA is responsible for supporting and promoting childminding in Scotland.

### The Role of the Elected Member

Each year, many volunteers take on the role of Elected Member and the responsibilities of being a local 'voice for childminding'. Elected Members hold positions of trust and must ensure:

- confidentially until SCMA decisions are ready to share.
- they are good role models for SCMA.
- they read the relevant papers.
- keep in touch with local developments.
- raise the profile of Childminding and the work of the Association locally.
- they direct the Association's policies and strategic plan.

A unique strength of SCMA is that it is managed by people who freely donate their time, ideas and energy to support both the Scottish Executive Board (SEB) and the Childminding Development Team (CDT).

Once elected you need to select the team you wish to be a part of, either the SEB or the CDT, with a final decision being made about which team you join at the first Elected members meeting. All out-of-pocket expenses incurred by Elected Members will be reimbursed by SCMA.

Responsibilities of a SEB member:

- Monitor and evaluate the Strategic Plan
- Monitor Income and Expenditure
- Decide membership fees
- Review the Annual Accounts
- Agree the pay structure and other employee benefits
- Review the Constitutional structure
- Comment and agree on Constitutions and Standing Orders
- Appoint working parties and/or groups
- Appoint the Chief Executive

Responsibilities of a CDT member;

Act as a focus group for the development of:

- Marketing strategies and training
- Publications and promotional items
- The website and magazine
- Policies for providing support to childminders

Each Elected Member has knowledge and practical experience of childminding. It is this combination that has helped SCMA towards the professional status it holds today. Elected Members are usually voted into office at the AGM for a maximum of six years. For more information about this process please contact the Chief Executive at Head Office on **01786 445377**.

### Further Information

SCMA prides itself on its on-going commitment to training and development for all staff and volunteers. This is clearly demonstrated by the achievement of Investor in People status in 2001, 2004, 2007, 2011, 2014 and again in 2016. It is constantly striving to improve the quality of the services it provides and to raise the quality of childcare provided to Scotland's children and families.

Becoming an Elected Member can be very rewarding in terms of your own personal growth and development. Each Elected Member is inducted and invited to participate in on-going training, as well as other opportunities. Each team meets three times each year. At the first meeting Elected Members will receive all the help, information and guidance necessary to be a successful team member, this will be built upon at future meetings and training events.

Here's a few of the things that both volunteers and staff have to say about the important role of Elected Members:

*"I was really surprised that we were all just ordinary people doing an extraordinary, worthwhile job."*

*"It's good to remember it was the 'committed to childminding' volunteers who got SCMA going in the first place."*

*"Being an Elected Member enhances your sense of your own value and gives you a great confidence boost."*

### What Should I Do Next?

Please contact the Chief Executive, who will be happy to help you take the next steps. They may also be able to put you in contact with previous Elected Member for your local area, so you can find out first-hand what a worthwhile experience it can be.

You can contact the Chief Executive, Maggie Simpson, at our Head Office on **01786 445377** or email **information@childminding.org**. Alternatively, you can visit SCMA's website at **childminding.org**.