

OBJECT BOARD OF DIRECTORS

Roles and Responsibilities of Management Committee Members

Organisational Values

Democracy
Transparency
Equality
Integrity
Respect
Consensus

Role of the Management Committee

1. To set the strategic vision for the organisation in line with the objects as described in the Memorandum and Articles of Association and in consultation with the membership.
2. To work with the CEO to produce a business plan for the organisation setting SMART objectives for the achievement of the organisation's vision.
3. To monitor and evaluate the progress of the business plan on a regular basis and to modify the plan to meet changes in circumstances.
4. To report to the membership on the achievements of the business plan and get feedback for the following year at the Annual General Meeting.
5. To set policies to establish the standards, values and ethos of the organisation and to make these available to the membership.
6. To ensure that:-
 - financial records are kept in accordance with company legislation and good practice
 - all money and assets are used for the objects of the organisation
 - grants and donations are spent for the purposes for which they were given.
7. To ensure that the organisation complies with all relevant legislation and voluntary sector good practice especially in relation to health and safety, employment, volunteers and equal opportunities.
8. To recruit Directors with the skills needed to fulfil these roles and to take professional advice on matters in which it does not have competence.

Role of the Chair

1. To set the agenda for meetings and meeting schedule in consultation with other MC members and the CEO
2. To show leadership and set the context for agenda items, but to stay neutral during the discussion and encourage all MC members to contribute.
3. To ensure meetings keep to time, and that meetings are re-convened if necessary to permit full and proper discussion of all agenda items.
4. To summarise discussions and ensure decisions are correctly minuted.
5. To chair key organisational events including the AGM

Role of the Vice-Chair

1. To stand in for the Chair if they are unable to attend meetings or to carry out tasks in the time available.

Role of the Secretary

1. To ensure that agendas and minutes are produced and circulated
2. To ensure that correspondence is dealt with and recorded
3. To ensure that membership records are maintained accurately
4. To ensure that returns are made to Companies House and any other relevant bodies such as the Charity Commission
5. To ensure that all organisational records including minutes are kept in a safe place
6. To ensure that an Annual Report is produced.

Role of the Treasurer

1. To ensure that all the organisation's fiscal assets (money and property) are properly managed in accordance with legislation, the organisation's objects and the requirements of funders and donors.
2. To ensure financial procedures are in place to guard against misuse of fiscal assets
3. To ensure that financial records comply with best practice and are kept in a safe place for 7 years
4. To ensure that organisational and project budgets are prepared.
5. To monitor income and expenditure against budgets and to alert the Management Committee to any anticipated problems
6. To ensure the production of end-of-year accounts and to have these independently examined or audited.