



Board Member Role Description

Key Tasks

- Ensure that the organisation acts at all times in line with its constitution, Memorandum & Articles of Association, company legislation & all other legal or funders requirements.
- Ensure that s/he understands & is committed to the constitution & other governing documents of the organisation
- Ensure that all the assets of the organisation are well-managed & maximised where possible.
- Ensure that the organisation makes the necessary returns to the FCA & Supporters Direct as required
- Take responsibility for strategic planning, & for ensuring policy formulation, goal setting, monitoring & evaluation performance & service delivery takes place.
- Understand & approve the accounts.
- Ensure that the organisation manages its finances & other resources prudently & efficiently & is able to account for all income, expenditure, investments etc. at any time & is financially stable.
- Assist with seeking opportunities for fundraising & sponsorship.
- Attend meetings on a regular basis & read all the papers, contribute to the discussions & make decisions.
- Contribute to sub committees & advisory groups where appropriate.
- Ensure that actions assigned & minuted at Board or sub committee meetings are undertaken within agreed time scales. If unable to carry out these tasks, contact either the Chairperson ASAP.
- Keep informed on issues which affect the organisation & to promote the organisation externally.
- Assist with obtaining & representing the views, concerns, queries & suggestions of the membership, & ensure their consideration in the formulation of all Trust strategy & policy.
- Contribute to all Trust publications & reports as practical &/or necessary.
- Act at all times in the best interests of the Trust & its members and safeguard the good name & values of the Trust.
- Participate in tasks as required over & above management committee meetings.
- To declare any conflicts of interest as soon as they are known.

Qualities required

- Commitment to attend meetings and accept responsibility for the performance of key tasks as allocated by the Board and/or membership
- Commitment to the values of the trust
- Commitment to support all motions and initiatives undertaken by the committee
- Committed to undertaking all key tasks defined in the Board Member's job description.

Skills required

- An understanding of the Trust movement and the aims and objectives of the Trust.
- Written &/or verbal communication

Responsible to

- The membership of the Trust.
- The Trust Board.