



CTSA Board Members- Rules, Responsibilities and Commitments

Board members must:

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

- Contribute to all Alliance publications and reports as practical and/or necessary.
- Act at all times in the best interests of the Alliance and its members and safeguard the good name and values of the Alliance.
- Participate in tasks as required over and above management committee meetings.
- Declare any conflicts of interest as soon as they are known.
- Give a commitment to attend meetings and accept responsibility for the performance of key tasks as allocated by the committee and/or membership.
- Demonstrate commitment to the values of the Alliance.
- Demonstrate commitment to support all motions and initiatives undertaken by the committee.
- Demonstrate commitment to undertake all key tasks defined in the Board Member's job description.
- Have good written and/or verbal communication skills.
- Be responsible to the membership of the Alliance.
- Be responsible to the Alliance Board.

Board members must not:

- Be subject to a bankruptcy order
- Be subject to a disqualification order made under the company directors disqualification act
- Have a criminal conviction- other than a spent conviction as defined by the rehabilitation of offenders act 1974
- Fail to abide by any rules for the conduct of elections as specified by the board

This document complies with- and is based upon- the Board Membership Policy for all Supporters Trusts

compiled and ratified by Supporters Direct