

Board Member – Role Description (Role of all LINK Board Members)

Committee member's roles and responsibilities

Duties of all committee members

Committee members have overall responsibility for the organisation's strategic direction, and for ensuring that it meets its legal duties, remains solvent and well run, and delivers the outcomes for which it was set up.

The main duties and tasks are outlined below. For further details see *Good governance. A code for the voluntary and community sector*, available from www.ncvo-vol.org.uk/ publications.

Legal duties

- Ensuring that the organisation meets its objectives, complies with the rules set out in its constitution and acts legally in all its activities (taking advice when necessary)
- Providing proper accounts of the organisation's activities to its members, funders and regulatory bodies (as appropriate)
- Ensuring that the organisation's resources and assets are well managed and used to pursue its objects
- Keeping up to date with the organisation's activities
- Keeping abreast of, and complying with, legislation that may affect the organisation's work and direction
- Ensuring that the organisation has effective health and safety policies and procedures and that they are effectively monitored
- Ensuring that the necessary insurance policies are taken out and periodically reviewed.
- Ensuring that the organisation meets all its contractual and other obligations
- Regularly attending committee meetings and working jointly with other members.

Managerial tasks

- Setting policy and short, medium and long-term objectives
- Identifying, discussing and agreeing new areas of work
- Ensuring that there are systems for regularly monitoring and evaluating the organisation's work
- Being a good employer
- Supervising and supporting senior staff and ensuring that other employees and volunteers are properly supervised and supported.

- Ensuring that the organisation's policies and procedures are implemented and monitored
- Promoting the organisation

Taken from: Voluntary but not Amateur – A Guide to the law for voluntary and community groups

Chair Person – Vice Chair Person - Role Description

Main duties of the chair

The tasks of a chair can be divided into four key areas, some of which could be delegated to a vice chair.

Planning and running the organisations's meetings

These include the AGM, any other members' meetings and committee meetings.

Planning meetings includes:

- Ensuring that the organisation holds the meetings required by its constitution
- Helping to plan agendas, checking the minutes of previous meetings and ensuring that these and any background papers are distributed beforehand
- Being briefed about each agenda item
- Ensuring that outstanding matters are followed up.

Running meetings involves:

- Ensuring that the meeting is quorate
- Obtaining agreement to, and then signing, the minutes of the previous meeting
- Making sure that all agenda items are discussed
- Ensuring that all participants who wish to do so have the opportunity to make a contribution, or in large meetings deciding who speaks
- Fairly summarising issues and options before a decision is taken
- Making sure that voting procedures are complied with
- Clarifying decisions

Dealing with matters relating to the membership, other officers and users.

This involves:

- Ensuring that member's rights as stated in the consultation are met
- Helping to deal with disciplinary action against members and other officers
- Helping to deal with disputes between members, users and the organisation

Supervising senior staff

The chair is often responsible for supervising and supporting the work of the senior member of staff, although this may be done by another committee member.

Taken from: Voluntary but not Amateur – A Guide to the law for voluntary and community groups

Helping with the management of the organisation

This involves:

- Making decisions and taking action between committee meetings (taking **chair's action**) if permitted by the constitution or authorised by the committee
- Helping to deal with any staff problems
- Assisting with staff recruitment

Other duties

The chair often acts as a spokesman, which could include:

- Representing the organisation at external events
- Liaising with the press on behalf of the organisation (this could be delegated to a press officer)
- Taking an active role in fundraising campaigns

Committee Secretary – Role Description (Role undertaken by Host – WVSC)

Main duties of a committee secretary

Many organisations, both incorporated and unincorporated, have an elected committee secretary. If there is no secretary, the relevant tasks can be undertaken by committee members of staff.

Companies

In a company the elected secretary might help the company secretary (if there is one) prepare for and administer meetings and assist with other administration (see above).

Unincorporated associations

In unincorporated associations, the secretary often takes on responsibilities similar to those of the company secretary (see above), specifically in relation to meetings, maintaining lists of member's and committee members names and addresses, and ensuring annual reports and accounts are submitted to the relevant agencies.

Preparing for meetings

This involves:

- Sending notices of all meetings to members, within the time required by the constitution or by law.
- Making arrangements for meetings
- In consultation with the chair, preparing the agenda and distributing it with any background papers
- Checking that members have carried out tasks agreed at the previous meeting

Helping in meetings

This involves:

- Making sure that the minutes of the previous meeting are agreed, and signed by the chair
- Taking and producing minutes: recording the names of those attending and apologies, major decisions, any votes taken and agreed further action.

Other administration

This could involve:

- Dealing with incoming correspondence and keeping records of outgoing correspondence
- Keeping records of membership subscriptions
- Ensuring members are provided with the organisations constitution, annual report and policies.

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