



BOARD MEMBER ROLE DESCRIPTION

<p>Key Tasks</p>	<ul style="list-style-type: none"> • Attend meetings on a regular basis & read all the papers, contribute to the discussions & make decisions. • Contribute to sub committees & advisory groups where appropriate. • 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. • Assist with seeking opportunities for fund raising & sponsorship. • 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. • Ensure that actions assigned to him/her personally & minuted at Board or Committee meetings are undertaken within agreed time scales. If unable to carry out these tasks, contact the Chairperson ASAP. • Ensure that s/he understands & is committed to the constitution & other governing documents of the organisation.
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	<ul style="list-style-type: none"> • Speak up whenever appropriate to ensure that:- <ul style="list-style-type: none"> ○ the organisation acts at all times in line with its constitution, Memorandum & Articles of Association, company legislation & all other legal or funders requirements; ○ all the assets of the organisation are well managed & maximised where possible; ○ the organisation makes the necessary returns to the FCA & FSA as required; ○ 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; ○ the Board takes responsibility for strategic planning, & for ensuring policy formulation, goal setting, monitoring & evaluation performance & service delivery takes place; ○ the Board understands & approve the accounts. • To declare any conflicts of interest as soon as they are known.
Qualities required	<ul style="list-style-type: none"> • Commitment to attend meetings & accept responsibility for the performance of key tasks as allocated by the committee &/or membership. • Commitment to the values of the Trust. • Commitment to support all motions & initiatives undertaken by the committee. • Commitment to undertaking all key tasks defined in the Board Member's job description.
Skills required	<ul style="list-style-type: none"> • Written &/or verbal communication skills. • Understanding of all or specific issues faced by membership of the Trust Movement.
Responsible to	<p>In accordance with the Trust's policies for:-</p> <ul style="list-style-type: none"> • Board Membership & Conduct • Data Protection • Discipline • Equality & Diversity • Media Use <p>the role holder is responsible to:-</p> <ul style="list-style-type: none"> • The Supporters Trust board • The Supporters Trust's Chair • The Supporters Trust membership.