

SPECIFIC ROLES OF BOARDS AND BOARD DIRECTORS

General Responsibilities of Boards

- Ensuring board members understand their personal legal responsibilities. If the organisation is constituted as a company, directors should be aware of company law requirements.
- Being familiar with the governing document (e.g. model rules) and abiding by the boundaries it sets.
- Reviewing and updating the governing document.
- Putting in place codes of conduct and terms of engagement for the board.
- Ensuring role descriptions are in place for key members on the board.
- Having overall clarity on the role of the board and the various functions it will fulfil.
- Having appropriate information on all aspects of the organisation.

Upholding the Highest Standards of Integrity

- Maintaining high ethical standards.
- Protecting and promoting the moral and physical wellbeing of members.
- Setting and protecting the vision, mission, values and reputation of the organisation.
- Taking the members' views into consideration.

Board Training, Development and Evaluation

- Running effective board inductions.
- Providing all board members with on-going training and development to ensure they are adequately informed and effective in their roles.
- Collectively reviewing and running a board evaluation once a year.
- Ensuring each member of the board carries out a self-assessment and has an informal annual one-to-one meeting with the Chair.
- Ensuring the Chair receives an annual formal review from a designated member or members (two maximum) of the board.

Four Specific Roles of Each Board Member

Legal - Each member has a responsibility to ensure compliance with the law

Strategy - Board members should constructively challenge and contribute to the development of strategy.

Performance - Board members should scrutinise the performance of the organisation/management in meeting agreed goals and objectives.

CF10 ARMS PARK RUGBY TRUST

Risk - Board members should satisfy themselves that financial information is accurate and that financial controls and systems of risk management are robust and defensible.