**Template role description for a general board member**

**Role Title:** Member of **xorganisation namex** Board of Directors/ Trustees

**Reporting to:** Chair of the Board and the Board

**Working with:** Chief Executive, Senior Finance Officer

**Background required**

VCSE sector management, Human Resources, Finance, Strategy and Governance, Fundraising, Legal, Risk Management etc. [amend as appropriate.]

**Introduction**

As the strategic management body of XORGANISATION NAMEX, Board members have specific responsibilities. These include responsibility for directing the affairs of XORGANISATION NAMEX, ensuring it is solvent and well run, and that it acts within company and charity law. Board members are entrusted to look after the resources of XORGANISATION NAMEX and ensure that these are used effectively for the overall purpose of the organisation. Board members are accountable for their decisions and actions to our clients, staff, the public, courts and funders.

**1 Role Summary**

* . Ensure that XORGANISATION NAMEX complies with its Memorandum and Articles, charity law, company law and any other relevant legislation or regulations.
* To safeguard the good name and values of XORGANISATION NAMEX.
* To oversee the financial stability of XORGANISATION NAMEX.
* Employ and support the Chief Executive Officer to manage the operation of the service.

**2 Main Responsibilities of Board members**

* Contribute actively to the Board’s role to provide firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
* Protect and manage XORGANISATION NAMEX’s property and to ensure the proper and ethical investment of its funds.
* To appoint and support the Chief Executive Officer and monitor their performance.
* Ensure the effective and efficient administration of XORGANISATION NAMEX.
* Prepare for meetings – including reading any documents or undertaking such research as necessary to contribute properly to discussions and decisions
* Attend induction training during your first 3 months as a Board member and any other relevant training after that date
* To participate in any training that will help to fulfil her duties and responsibilities as a trustee
* To oversee the development and review of policies of XORGANISATION NAMEX.
* To accept and support the decisions made by the Board.

**3 Time Commitment**

* The Board meets at least XX times a year and Board members are expected to be available XX times in a year
* You will be a member of a sub-committee which will meet XX times in a year
* You will be expected to attend the AGM and other special events
* Attendance at award meetings or fundraising meetings is optional/ required

**4 Person Specification**

* Commitment to the work of XORGANISATION NAMEX
* Knowledge of the type of work undertaken by XORGANISATION NAMEX and a wider involvement with the voluntary sector and other networks
* An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship;
* Understanding and knowledge of good governance
* Strategic vision
* Willingness to devote the necessary time and effort;
* Good, independent judgement;
* knowledge or experience of business and committee procedures is desirable;
* An ability to work effectively as a member of a team;
* A willingness to speak your mind.

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