

Friends of Health Care in Built Wells and District

Governance Policy paper 1 Committee member roles and responsibilities

This paper has dual purpose:

- To outline the legal responsibilities of the Committee as governed by the Charity Commission and any other relevant guidance and regulation.
- To offer guidance on the roles and responsibilities to current and new Committee members or anyone applying to become a member.

It is also designed as a Code of Practice to be adhered to by all Committee members and should be read in conjunction with the Constitution as amended in 2013.

Background - The Friends of Health Care in Built Wells and District (FHCBW) is charity re-constituted from the Friends of Built Wells Hospital following the closure of the hospital. The primary purpose of the charity is as a grant giver to other statutory and voluntary bodies to meet the objectives as laid down in the constitution. Currently FHCBW does not employ any staff, own or rent premises and does not directly recruit and support volunteers, other than the Committee members..

Legal responsibilities of charity trustees (committee members)

Charity trustees (and company directors where the charity is also a company limited by guarantee) have statutory legal responsibilities to:

- Direct the affairs of the charity.
- Ensure that it is solvent and well run.
- Ensure it delivers the charitable outcomes and public benefits for which it was set up as outlined in its Constitution.
- Ensure that the charity complies with charity law, its own policies, the Constitution and any other relevant legislation.
- Ensure the charity's funds and assets are used to further the objectives (or purpose) of the charity.
- Ensure that the charity exercises a duty of care to all those who come into contact with it.

Code of practice for Committee Members

Committee members are expected to act with integrity, honesty and selflessness, and in the best interests of FHCBW and its donors and beneficiaries when undertaking their duties. They are expected to:

- Comply with all relevant legislation, guidance and regulation
- Attend Committee meetings, the AGM and from time to time other meetings, forums or events to represent the organisation
- Set the strategic direction of FHCBW and formulate and review all policies and procedures.
- Provide effective oversight of finances, budgets and expenditure. This includes ensuring that the funds of the charity are used effectively to further the objectives and that there are transparent grant application and decision making processes in place.
- Maintain confidentiality of donors and beneficiaries and comply with all relevant data protection legislation and guidance.

Committee members should not:

- Undertake any public activities which could place FHCBW funds or reputation at risk, this includes the use of social or any other public media.
- Present any information, views or publications in the name of FHCBW without the prior approval of the Committee.
- Obtain any pecuniary benefit, or pecuniary benefit of a connected person (e.g. family member, business partner etc.) by virtue of their role as a Committee member.
- Undertake any public activities which could present a conflict of interests with their role as a Committee member.
- Individually take decisions on behalf of FHCBW unless this has been mandated by the Committee
- Make any financial commitments of behalf of FHCBW unless these have been approved by the Committee or by those to whom the Committee has designated financial authority e.g. the treasurer.

Committee member roles and responsibilities

Officers are elected annually by the Committee following the AGM. The current designated roles and responsibilities are:

Chair – the Chair is ultimately responsible for the overall strategic direction of FHCBW, for the functioning of the Committee and through them, for the management and oversight of all activities. The Chair will:

- Chair Committee meetings and approve the agenda and minutes.
- Allocate work to other Committee members as appropriate
- Ensure the Committee has in place all necessary policies and procedures and that these are implemented and regularly reviewed. As a minimum these policies must include: health and safety, confidentiality, record keeping and data protections and safeguarding (duty of care) and grant applications.
- Ensure that the Committee operates within a clear and financial framework and that the accounts are properly scrutinised and approved by the Committee.
- Ensure that Grant applications are properly scrutinised by the Committee and that decision are taken in line with the criteria set out in the application process and procedure.
- Ensure an AGM is held annually and that notices and papers for this are circulated according to the Constitution.
- Provide a written Chair's report for the AGM each year and approve the agenda and minutes.

Deputy Chair – will support the chair in all the duties outlined above and will undertake them in the absence of the Chair.

Treasurer – is responsible for ensuring that the finances, budgets and expenditure of FHCBW are dealt with efficiently and accurately. The treasurer will:

- Ensure that an accurate record is kept of all income and expenditure, and that invoices and payments are dealt with quickly and accurately.
- Ensure all income to FHCBW is received, banked and accounted for.
- Advise the Committee as to the most effective banking and investment of funds.
- Provide a financial report at each Committee meeting.
- Provide a written financial report for the AGM
- Ensure that the accounts are checked/audited as required.
- Ensure that Grants approved by the Committee are in line with the objectives and meet the Grant application criteria.

The Committee may from time to time appoint other officers to undertake specific roles as necessary.

Breach of these codes of practice

Should any Committee member be deemed to be in breach of these codes, the matter will be referred to the Committee and dealt with by them in accordance with Charity Commission guidance. Serious breaches could result in the member being required to resign from the Committee.

Agreement

As a member of the Committee of FHCBW, I agree to comply with the requirement of the code of practice and understand the result of any breach of this. I understand the roles and responsibilities of the Committee and agree to undertake them as outlined.

Signed:

Print name:

Date: