

## ROLE DESCRIPTION

### BOARD MEMBER



*Making every day count since 1988*

#### Role Title

Board Member

#### Aim

To further the organisation's mission, vision and values, keeping within its charitable objectives.

#### Key Responsibilities

**To provide strategic leadership for the organisation by taking part in formulating and regularly reviewing its strategic aims, setting overall policy, and evaluating performance.**

- Consider the best interests of the organisation and its beneficiaries.
- Set and monitor the strategic direction of the Hospice.
- Reflect the organisation's vision and principles, strategy and major policies at all times.
- Contribute specific skills, interests and contacts and support the organisation in fundraising activities.

**To ensure that the activities, policies and practices of the organisation are keeping with its aims and objectives.**

- Follow all established duties at all times, particularly when exercising the functions of a Board member as detailed in the Governance Standards.
- Attend a minimum of 75% of their scheduled Board and Sub-Committee meetings each year.
- Reflect the Board member's policies and concerns on all its committees, sub committees and groups.
- Approve and monitor the principal risks of the Charity.

**To ensure that the organisation complies with the legal and financial requirements of a charitable organisation and its own governing documents and strives to achieve the best practice.**

- Appoint the CEO and monitor his/her performance.
- Ensure the effective and efficient administration of the organisation, and financial help.
- Be an active member of the board in exercising its responsibilities and functions.
- Maintain constructive relationships with senior managerial staff.
- Complete annual mandatory training.
- Take part in any other training and development sessions provided for the benefit of Board Members.
- Fulfil such other duties and assignments as may be required from time to time by the board.
- Use specific skills, knowledge or experience to help the board members reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, or providing advice and guidance on new initiatives.