



PD 07

Policy on the Duties and Liabilities of MAC Members

1. Purpose

- a) To make the MAC members aware of their duties and liabilities as specified in charity law and the guidance issued by the Charity Commission
- b) The Board policies specify that MAC members must be aware of, and thus accept the duties and liabilities under charity law before becoming involved in advising the Board on managing the affairs of SGUK
- c) Hence each MAC Member is required to confirm annually their acceptance of these duties and liabilities by signing the MAC Members declaration below

2. Duties and Liabilities

- a) Co-opted members, limited to a maximum of three, and other MAC members are not classified as trustees and have less liabilities, they have no voting right in MAC meetings and cannot overrule any decisions made by the Board, in general they should follow the guidelines listed below
- b) Co-opted members and others are generally invited to join the MAC for their expertise or are volunteers from local groups that were not elected and are limited to three
 - i. Comply with charity law and requirements of the Charity Commission. Also, any other legislation that applies to the activities of the organisation
 - ii. Comply with the basic requirements of the Constitution and Appendices and Policies. Consequently, it is essential that all MAC members are reasonably conversant with the contents of the Constitution
 - iii. Exercise reasonable care and skill to ensure that the organisation is well run and efficient
 - iv. Help ensure charitable funds and assets are used wisely, and only to further the objectives and interests of the organisation
 - v. Help ensure that the organisation is and will remain financially solvent. In this respect it should be noted that SGUK is classified as an unincorporated financial body
 - vi. Act with integrity, and avoid any personal conflicts of interest or misuse of SGUK funds or assets

- vii. Help ensure that the organisation is and will remain financially solvent. In this respect it should be noted that SGUK is classified as an unincorporated financial body
- viii. Act with integrity, and avoid any personal conflicts of interest or misuse of SGUK funds or assets
- ix. Strive to attend meetings, providing timely apologies to the secretariat or chair when necessary. Papers for meetings will in general be provided in advance and all MAC members are expected to read them, think about their contents, and come to meetings prepared to discuss the issues in hand and provide advice
- x. Avoid undertaking activities that might place the organisation's property, funds, assets, or reputation at undue risk

3. Implementation

- a) It shall be the responsibility of the SGUK Charity Commission Liaison Officer (currently the Treasurer) with the aid of the Secretariat to make MAC Members aware of this Policy and to obtain their acceptance by signing the MAC Members declaration below at the start of their first MAC Meeting with the Secretariat retaining copies
- b) The Committee, under the guidance of the Chairman, is responsible for monitoring, reviewing and ensuring these arrangements are effective on a regular basis (usually annually)

4. Abbreviations

SGUK	Safety Groups UK
MAC	Management Advisory Committee

MAC Members Declaration

As a MAC member of SGUK I do hereby confirm my understanding and acceptance of the specified duties and liabilities by signing the register given below

Details of these duties and liabilities are specified in:-

- a) The Constitution and appendices
- b) Policy on Maintaining the Confidentiality of Membership Data *(PD 03)*
- c) MAC composition and meeting procedures *(PD 04)*
- d) Financial Policy and guidelines *(PD 06)*
- e) Policy on the Duties and Liabilities of MAC members *(PD 07)*
- f) Conflict of interest policy *(PD 09)*

Name	Signature	Date