



Appendix 2

Responsibilities, roles and duties for elected Board and MAC members

All charities are expected to have good governance

- 1.** Elected Board members must act in good faith and with the charity's objectives in mind and act in particular with:
 - a) Selflessness
 - b) Integrity
 - c) Objectivity
 - d) Accountability
 - e) Openness
 - f) Prudence
 - g) Honesty
 - h) Leadership
 - i) Support
- 2.** In this respect the following actions are required:
 - a) All Board members must abide by the Code of Conduct in PD 02
 - b) All potential trustees must sign a declaration to indicate they have no custodial criminal record, IVA's, bankruptcy etc. see Appendix 3
- 3.** The Board must act within the Constitution to control the running of SGUK in a formal manner and financial capacity

Some examples of the actions required are:

- a) Review the Constitution and objectives on an annual basis – changes may need approval by the Charity Commission
- b) All trustees must bear equal responsibility for financial issues and are liable for any unpayable debts SGUK incurs
- c) Minutes of each Board and MAC meeting must be signed and dated by the Chair and Secretary that they are a true record

d) A strategy should be developed that is:

- i. Efficient
- ii. Effective
- iii. Economical
- iv. Achievable

e) The strategy should have:

- i. Vision
- ii. Methodical organisation
- iii. Sufficient funding using an appropriate budget process
- iv. A rolling three-year status is recommended
- v. When targets are achieved they should be recorded and highlighted at future meetings like the AGM or in the Trustees Annual Report to the Charity Commission

4. The organisation at all times should remain solvent and this can be achieved by:

- i. Wise use of funds
- ii. No undue risk
- iii. Being cautious with any investments
- iv. Being accountable for all expenditure

5. Undertake a series of risk assessments see PD 05

6. Trustees can be paid for their justified services that are over and above normal duties

- i. The decision to make payments must be by the Board members who will not benefit
- ii. Payment made should be in the organisation's best interests
- iii. This should be a written agreement and not prohibited by the Constitution
- iv. Trustees that are paid must be in the minority at all times
- v. Payments must be fully disclosed in the accounts

(Details of how payments can be made will be shown in PD 06)

7. Board Roles & Responsibilities

a) The President (not a trustee)

The role of the President is:

- i. To represent SGUK's best interests at every available opportunity

b) Vice President (not a trustee)

- i. To deputise for the President where appropriate
- ii. On request to advise the Board or MAC on any issues they deem appropriate
- iii. To appoint when required independent arbitrators in the event of a dispute or complaint
- iv. On request represent SGUK at stakeholder events

c) Chairman

The role of the chairman is to provide guidance and support to the Board and MAC and to ensure SGUK operates efficiently, effectively and orderly

Responsibilities include:

- i. Supporting the aims and objectives of SGUK and help implement the strategy
- ii. Preparing an annual report for presentation at the AGM
- iii. Assisting in managing SGUK's affairs
- iv. Agree the agenda for meetings (prepared by the Secretariat)
- v. Chairing Board, Open and MAC meetings
- vi. Representing SGUK and speaking on its behalf
- vii. Having an overview of SGUK and its work
- viii. Supporting the Secretariat, where necessary, with written Organisation communications
- ix. Leading SGUK and encouraging the generation of ideas from Board or MAC Members
- x. Support and encourage other members and help to resolve conflict
- xi. Seek support from individual Board or MAC members/officers to achieve specific functions or tasks as appropriate
- xii. Undertake any other activity deemed appropriate for the benefit of SGUK
- xiii. Setting up working parties deemed appropriate and ensuring that they work within the Terms of Reference set by the Board or MAC

d) Vice Chairman

The role of the Vice Chairman is to take over if the Chairman is absent

- i. This can also be a development and training opportunity for someone who may be the next Chairman

and the
- ii. Roles and responsibilities are as the Chairman when required plus any specifically assigned duties

e) Treasurer

The role of the treasurer is to ensure that the fiscal assets (money and property) of SGUK are properly managed

The responsibilities of the Treasurer are to:

- i. Keep accurate, up-to-date fiscal records of all inventory income and expenditure. Records should be kept for a minimum of six years
- ii. Check bank statements and reconcile them with the accounts on a regular basis
- iii. To advise the Board of potential investments and Savings accounts that could be used to maximise returns at minimal risk and if approved take the appropriate action to move funds obtaining signatures and ID as required
- iv. Ensure that bills are paid promptly (checking that there are sufficient funds to pay these) and all income is banked on a regular basis
- v. Prepare projected budgets as required – with input from Board or MAC members a forward estimation of amount that will be required to sustain the activity during the following year
- vi. Produce end-of-year accounts - arrange for these to be independently scrutinised in line with SGUK's Constitution
- vii. Communicate with the bank(s) or relevant financial institutions, including ensuring that Bank statements are regularly received and kept safely and that cheque signatory mandates are kept up-to-date
- viii. Report regularly to the Board meetings on the financial situation with an overview at MAC meetings
- ix. Be able to give an accurate picture of SGUK's financial position at any given time
- x. Ensure that funds are being spent in accordance with SGUK's objectives and that money given for a specific purpose can be seen to have been used correctly
- xi. Undertake any other activity deemed appropriate for the benefit of SGUK
- xii. Report to the Annual General Meeting on the end of year accounts

Note: However, it is important to remember that whilst the Treasurer has a specific role within the Board in relation to money matters, the overall responsibility for financial management lies with the whole of the elected Board

f) Secretariat (not a trustee)

The role of the Secretariat (currently supplied by RoSPA) is to support the administration of SGUK and to facilitate and support Board, MAC and open meetings

The responsibilities of the Secretary are to:

- i. Prepare meeting agendas (agree/confirm with the Chairman)
- ii. Ensure that appropriate information is obtained and provided to Board or MAC members in advance of the meeting
- iii. Take, write and circulate minutes to the Board, MAC and supporters as appropriate within fourteen days of meeting or as soon thereafter as possible
- iv. Maintain a diary of actions required to ensure any notification deadlines are adhered to
- v. Maintain the Group contact lists in conjunction with others
- vi. Deal with incoming and outgoing correspondence and report about it to the Board or MAC on a regular basis using e-mail between meetings
- vii. Write letters on behalf of SGUK – in conjunction with the Chairman
- viii. Book rooms arrange meetings and organise refreshments in conjunction with others
- ix. Keep SGUK's signed Constitution, a copy of minutes and other records in a safe place
- x. Ensure that necessary documents are completed e.g. for the Charity Commission, forms etc.
- xi. Keep records of full membership and to keep them fully informed of events etc. within SGUK
- xii. Ensure members Groups are kept aware of events and items of interest that are deemed relevant by means of regular electronic correspondence/newsletters as deemed appropriate
- xiii. Undertake any other activity deemed appropriate for the benefit of SGUK

g) Board of Trustees and/or Management Advisory Committee Members

The responsibilities of all Board or MAC members are to: -

- i. Be committed to the mission, goals and policies of SGUK
- ii. Accept and perform the functions and work of the Board or MAC to the best of their ability
- iii. Seek financial support and sponsorship opportunities from others outside of SGUK
- iv. Recommend others who could serve on the Board or MAC or be of particular value to SGUK in other capacities
- v. Avoid any conflicts of interest and situations that would compromise the principles of SGUK or lead to the perception of compromise
- vi. Commit to arrive on time and be fully prepared for the majority of meetings
- vii. Agree to support the majority decision of the Board or MAC
- viii. Provide relevant news and information from their own and other H & S organisations with whom they may be connected
- ix. Communicate regularly with any of the member Groups that are within their manageable geographical area
- x. Undertake any other activity deemed appropriate for the benefit of SGUK