

**Purpose:**

Cerebral Palsy Sport believes that sound policies in the defining of the charities Trustees and Board roles will significantly benefit the overall efficiency of the organisation, and promote the best interests of its employees, volunteers, Trustees, members and voluntary officers

1. **STATEMENT OF POLICY** – This policy and procedure defines the principles and methods to be followed in the management of governance of the charity by defining the role of the board and Trustees. The policy forms part of Cerebral Palsy Sport’s internal governance arrangements.
  
2. **The Role of a Trustee in Cerebral Palsy Sport:**
  - a. The Cerebral Palsy Sport Trustee Board is collectively responsible for establishing the essential purposes of Cerebral Palsy Sport and we are also responsible for safe-guarding its ethos and values.
  - b. Together, the Trustees and the Senior Management Team will develop long-term strategy. The Board meeting agendas reflect the key points of the strategy to maintain an oversight of the strategic direction of the charity.
  - c. The Board will oversee the creation and approval of policies to govern organisational activity. These cover:
    - i. Guidance and procedures for staff, volunteers and clients/service users
    - ii. Systems for reporting and monitoring
    - iii. An ethical framework for everyone connected with the organisation
    - iv. Conduct of trustees and board business
    - v. Ultimate policy-making responsibility belongs to the Board. For this reason, the Board have the responsibility of keeping apprised of the organisation’s policies. Revisions to some policies emanating from staff may give rise to a recommendation for the board to discuss, and bate. Examples of these may include Health and Safety policies, child and data protection policies and occupational health policies.
  - d. The Board will oversee the creation and implementation of comprehensive, fair and legal personnel policies. These protect the organisation and those who work for us. They cover:
    - 1) Recruitment
    - 2) Support

- 3) Appraisal
  - 4) Remuneration
  - 5) Discipline
- e. The Board will recruit and select new trustee board members.
  - f. The Board will ensure that the Memorandum and Articles of Association are followed. In particular our activities must comply with our charitable objects as stated in our memorandum.
  - g. The Board are responsible for checking that all our activities are legal in conjunction with SMT.
  - h. The Board will ensure that Cerebral Palsy Sport as a charity and a company fulfils our accountability as required by law to:
    - i. The Charity Commission
    - ii. Companies House
    - iii. HM Revenue and Customs
    - iv. Registrar of Companies
    - v. The Fundraising Regulator
  - i. The Board are also accountable to:
    - i. Donors and funders
    - ii. Beneficiaries and members
    - iii. Staff and volunteers
    - iv. The general public
  - j. This means publishing annual reports and accounts.
3. The Board with SMT are responsible for effectively managing Cerebral Palsy Sport's resources so it can meet its charitable objects. This means:
- i. Securing sufficient resources to fulfil the mission
  - ii. Monitoring spending in the best interests of the organisation
  - iii. Approving the annual financial statement and budget
  - iv. Protecting Cerebral Palsy Sport against liability by providing insurance
  - v. Seeking to minimise risk for the organisation
  - vi. Participating in fundraising
- b. Ensuring legal compliance.
4. The Board will oversee the creation of a policy covering the employment of the Chief Executive. We also select and support them and review their performance. We recognise and respect the domain of staff responsibility. At the same time, we create policy to guide team member activities and safeguard Cerebral Palsy Sport's interests.
5. The Board undertake to maintain responsible strategic governance and oversight by engaging in:
- a. Productive meetings
  - b. Effective committees with adequate resources
  - c. Development activities
  - d. Regular performance reviews

- e. Partnership with consultants where necessary
- 6. Through the behaviour of the Board of Trustees, the governance oversight and our activities on behalf of Cerebral Palsy Sport, the board seek to enhance and protect its reputation.
- 7. The Board of Trustees undertake to be good ambassadors for Cerebral Palsy Sport and adhere to our codes of conduct.

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**Document Control:**

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