
**Cerebral Palsy Sport
Board Member Roles and
Terms of Reference
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**No: CPS023
Version 5
Date: 7 February 2019**

Purpose:

Cerebral Palsy Sport believes that sound policies in the defining of the Board member roles and defined Officers of the Board. This 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 defines the Board member roles and defined Officer Roles on the Board. The policy forms part of Cerebral Palsy Sport’s internal governance arrangements.
2. **The Responsibilities of the Trustees Roles of Officers on the Board**
 - a. Cerebral Palsy Sport has some defined roles on the Board. These roles are Chair, Treasurer, Secretary (Deputy Chair)
3. **Chairperson Role Description**
 - a. Leadership of the Cerebral Palsy Sport’s Board.
 - b. Scrutinise board papers and prepare for each meeting
 - c. Facilitate inclusive discussions, debate and decision making
 - d. Focus on key issues and provide guidance on new initiatives
 - e. Provide guidance on other issues in which the charity has special expertise.
 - f. Plan the annual cycle of board meetings
 - g. Approve agendas for board meetings
 - h. Chair, lead and facilitate board meetings
 - i. Give direction to Board policy-making
 - j. Monitor that decisions taken at meetings are implemented
 - k. Represent the organisation at events, meetings and functions.
 - l. Act as a spokesperson as appropriate
 - m. Bring impartiality and objectivity to decision-making
 - n. Where staff are employed:
 - i. Liaise with the Chief Executive to keep an overview of the organisations affairs and to provide support as appropriate.
 - ii. Lead the process of appraising the performance of the Chief Executive.
 - iii. Sit on appropriate appointment and disciplinary panels
 - iv. Liaise with the Chief Executive Officer to develop the Board of Trustees.

- v. Facilitate change and addressing conflict within the Board and within the organisation, liaising with the Chief Executive Officer (if staff are employed) to achieve this.

4. Chair Person's Personal Specification

- a. Commitment to the organisation
- b. Willingness to devote the necessary time and effort
- c. Strategic vision
- d. Clear and independent judgment
- e. Ability to think creatively
- f. Willingness to speak their mind
- g. Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- h. Ability to work effectively as a member of a team
- i. Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- j. Leadership skills
- k. Experience of committee work
- l. Tact and diplomacy
- m. Good communication and interpersonal skills
- n. Impartiality, fairness and the ability to respect confidences

5. The role of the Vice Chair

- a. The Vice-Chair acts for the Chair of the charity when the Chair is not available and undertakes assignments at the request of the Chair. In most circumstances it would also be desirable for the Chair / Vice-Chair to have knowledge of the type of work undertaken by the organisation and a wider involvement with the voluntary sector and other networks.
- b. The general role of the Vice Chair is to support the Chair by ensuring the smooth functioning of the board. Either personally or by delegation, the Vice Chair should:
 - i. Check that a quorum for meetings is present
 - ii. Minute the meetings and circulating the draft minutes to all trustees
 - iii. Check that Trustees and team members have carried out action agreed at a previous meeting
 - iv. Sit on appraisal, recruitment and disciplinary panels as required

6. Vice Chair / Secretary Personal Specification

- a. Willingness to devote the necessary time and effort
- b. Strategic vision
- c. Good, independent judgment
- d. Ability to think creatively
- e. Willingness to speak their mind
- f. Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship

- g. Ability to work effectively as a member of a team
- h. Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- i. Organisational ability
- j. Knowledge or experience of business and committee procedures.
- k. Minute-taking experience, if this is not being delegated to team members.

7. TREASURER – ROLE DESCRIPTION

- a. The main role of the treasurer is to maintain an overview of the organisation's affairs so as to ensure its financial viability and that proper financial records and procedures are maintained.
- b. The role includes:
 - i. Chair the Finance, Fundraising & Marketing Sub Committee.
 - ii. Oversee approving and presenting budgets, accounts and financial statements.
 - iii. Be assured that the financial resources of the organisation meet its present and future needs.
 - iv. Ensure that the charity has an appropriate reserves policy
 - v. Prepare and present financial reports to the Board.
 - vi. Ensure that appropriate accounting procedures and controls are in place.
 - vii. Liaise with Senior Management team members about financial matters.
 - viii. Advise on the financial implications of the organisation's strategic plans.
 - ix. Ensure that the charity has an appropriate investment policy.
 - x. Ensure that there is no conflict between any investment held and the aims and objects of the charity.
 - xi. Monitor the organisation's investment activity and ensuring its consistency with the organisation's policies and legal responsibilities.
 - xii. Ensure the organisation's compliance with finance, tax and similar legislation.
 - xiii. Ensure equipment and assets are adequately maintained and insured.
 - xiv. Ensure that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, e.g. The Charity Commission and/or the Registrar of Companies.
 - xv. If external scrutiny of accounts is required, ensure that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented.
 - xvi. Keep the Board informed about its financial duties and responsibilities.
 - xvii. Contribute to the fundraising strategy of the organisation.

- xviii. Make a formal presentation of the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way.
- xix. Sit on appraisal, recruitment and disciplinary panels as required.

8. TREASURER PERSONAL SPECIFICATION

- a. Commitment to the organisation.
- b. Willingness to devote the necessary time and effort
- c. Strategic vision
- d. Good, independent judgement
- e. Ability to think creatively
- f. Willingness to speak their mind
- g. Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- h. Ability to work effectively as a member of a team.
- i. Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- j. Financial qualifications and experience.
- k. Some experience of charity finance, fundraising and pension schemes.
- l. The skills to analyse proposals and examine their financial consequences.
- m. Being prepared to make unpopular recommendations to the Board.
- n. Willingness to be available to team members for advice and enquiries on an ad hoc basis.

Review date: 07/02/20

Document Control:

Policy Details			
Policy	Cerebral Palsy Sport Responsibilities of the Trustees – G,C& HR Sub Committee		
Status	Pending Approval	Version number	V2 – 19.10.16
Approved by	Basecamp Trustee approval process	Date Approved	11.07.17
Status	Reviewed and updated	Version Number	V3
Reviewed by	CEO	Date Reviewed	10.10.17
Review Due	10.10.18		
Reviewed by	CEO	Date Reviewed	05.11.18
Review Due	05.02.19		
Reviewed by	CEO	Date Reviewed	07/02/19

Review Date	05/02/20		
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