**SPECIFIC ROLES OF BOARDS AND BOARD DIRECTORS**

**General Responsibilities of Boards**

* Ensuring board members understand their personal legal responsibilities. If the organisation is constituted as a company, directors should be aware of company law requirements.
* Being familiar with the governing document (e.g. model rules) and abiding by the boundaries it sets.
* Reviewing and updating the governing document.
* Putting in place codes of conduct and terms of engagement for the board. • Ensuring role descriptions are in place for key members on the board.
* Having overall clarity on the role of the board and the various functions it will fulfil. • Having appropriate information on all aspects of the organisation.

**Upholding the Highest Standards of Integrity**

* Maintaining high ethical standards.
* Protecting and promoting the moral and physical wellbeing of members.
* Setting and protecting the vision, mission, values and reputation of the organisation.
* Taking the members’ views into consideration.

**Board Training, Development and Evaluation**

* Running effective board inductions.
* Providing all board members with on-going training and development to ensure they are adequately informed and effective in their roles.
* Collectively reviewing and running a board evaluation once a year.
* Ensuring each member of the board carries out a self-assessment and has an informal annual one-to-one meeting with the Chair.
* Ensuring the Chair receives an annual formal review from a designated member or members (two maximum) of the board.

**Four Specific Roles of Each Board Member**

* Legal – Each member has a responsibility to ensure compliance with the law.
* Strategy - Board members should constructively challenge and contribute to the development of strategy.
* Performance - Board members should scrutinise the performance of the organisation/management in meeting agreed goals and objectives.
* Risk - Board members should satisfy themselves that financial information is accurate, and that financial controls and systems of risk management are robust and defensible.