Heart of Bucks
COMMUNITY FOUNDATION

Role Description - Board Members

Purpose of and Eligibility for Role

Heart of Bucks ("HOB") is a registered Charity and Company Limited by Guarantee and the role of Trustee/ Director is a voluntary one.

The Board Members (trustees) are appointed to control and direct the management and administration of the charitable activities of HOB in accordance with Charity Law and within the regulation of the Charity Commission.

HOB is also a registered company (private company limited by guarantee) so the Board Members have a dual responsibility to act as Directors, managing the affairs of the company in accordance with its Memorandum and Articles of Association and Company Law

Membership of the Board is personal and cannot be transferred to any other person, other than by constituted proxy procedures.

Company Law sets out a number of conditions in which individuals would not be eligible to serve as a Director and therefore be a Board Member of HOB which includes unspent convictions for an offence involving deception or dishonesty, or undischarged bankruptcy. Further information will be provided to any potential candidate.

Duties and Responsibilities

Board Members are expected to familiarise themselves with HOB's governing documents (Memorandum and Articles of Association), which set out the formal duties and responsibilities of Board Members.

However in broad terms the duties of our Trustees are:

Leadership

- to contribute to the trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- to be collectively responsible for the actions of the organisation and the decisions of the Board

- to attend meetings and sub-committee meetings achieving at least 75% attendance and to read papers in advance of meetings.
- to be generally available to offer specific advice and support to other Board Members and the staff and occasionally for the purposes of carrying out day-to-day duties such as the authorisation of payments.

Governance:

- to ensure that HOB complies with its governing document, organisation law, and any other relevant legislation or regulations, including:
    - safeguarding the values and reputation of HOB
    - declaring any conflict of interest while carrying out the duties of a trustee
    - ensuring the financial stability of the organisation
    - to make sure the organisation is properly insured against all reasonable liabilities
    - to be familiar with and abide by HOB Policies and procedures

Knowledge, Understanding and Promotion

- Represent HOB at functions and meetings as appropriate
- Keep informed about the activities of the organisation and wider issues which affect its work
- Promote HOB amongst potential donors, grant beneficiaries and the wider community
- Gain a wider knowledge of community foundations in the UK and internationally through participating in and attending Community Foundation Network events and visiting other community foundations.
- Assisting with raising funds by utilising personal and professional networks

In addition to the above statutory duties of all trustees, we ask trustees to bring any specific knowledge or experience they have, to help the board reach sound decisions. This will involve scrutinizing board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the board on new initiatives, or other issues relevant to the area of, the organisation's work in which the trustee has special expertise.

Trustee Person Specification

HOB has identified the following personal characteristics which will support the effective performance of a Board Member

- integrity
- a commitment to the organisation and its objectives
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- a willingness to devote the necessary time and effort to their duties as a trustee
- strategic vision
- the ability to analyse, assess, scrutinise, challenge and apply independent judgment

- an ability to think creatively
- willingness to engage constructively in debate and decision making
- an ability to work effectively and positively as a member of a team
- willingness to "own" and work constructively to deliver all actions and decisions agreed by the Board.

Specialist Skills

To create a balanced effective Board, the Trustees will seek members who are able to bring skills and experience in the following areas:

- charitable sector governance & risk management
- performance management: setting targets, monitoring and evaluating performance and programmes
- financial management
- HR
- philanthropy and care of donors
- legal, particularly in the areas of charity law
- fundraising, especially from major donors, corporate donors and Trusts
- strategic marketing, communications and public relations
- equality & diversity

Trustees who are appointed to bring specific skill sets to the Board may have additional responsibilities set out below:

Specific Role responsibilities

Finance

Trustees with financial expertise will be invited to serve on the Finance and Investment Committee and potentially the Loans (Social Investment) Committee, and one of the trustees will Chair these committees. These Trustees will be supported by our external investment advisors and auditors to oversee the charities investment strategy and financial arrangements**.**

Treasurer

The treasurer position will be reserved for a trustee with a formal qualification such as a professional accounting designation (like ACCA or ACA). Relevant experience in financial management and a good understanding of charity accounting principles (SORP) are also crucial for this role.

Marketing & PR

The Marketing & PR Trustee will assist the Board and CEO with the development and delivery of a focused, coherent and targeted marketing strategy, ensuring that the organisation communicates our purpose consistently and to best possible effect. In addition to the main Board, this Trustee may be involved with our Development Board.

Legal

The Legal Trustee will be able to support the Board and Heart of Bucks with a broad range of legal advice relating to our areas of work, either in person or by enabling access to company advice.

Philanthropy & Donor Care

The Philanthropy & Donor Care Trustee will lead the Development Board and will be the "go to" person for knowledge and expertise around the identification, nuture and support of our donors.

Grants & Impact

The Grants & Impact trustee will lead our Grants Committee, helping to shape our funding programmes and grants policy.

Term

Board members will normally serve for a maximum of nine years.

Support and Review

Trustees will be provided with a thorough Induction to help you get up to speed with our work and feel confident in your role. You will be supported with on-going training

and development appropriate to your role. All Trustees will have an annual 1:1 review with the Chair.

This role description will be reviewed regularly as part of HOB Board Development planning.