Duties and Responsibilities of the Board of Trustees

The Board of Barnet Mencap is the group responsible, under the charity’s governing document, for controlling the management and administration of the charity.

Trustees have the following duties and responsibilities:

* + To ensure that the Board complies with its Memorandum and Articles of Association, charity law, and other legislation and regulations. The Memorandum and Articles of Association is Barnet Mencap’s governing document.
  + To contribute to the strategic direction of Barnet Mencap, setting goals and targets and evaluating performance, and setting its overall policy.
  + To have an understanding of the needs of people with learning disabilities, and their family carers.
  + To ensure the effective and efficient administration of Barnet Mencap.
  + To ensure the financial stability of the organisation, and that it uses its resources appropriately, in pursuit of its objects.
  + To have an up-to-date knowledge of the organisation’s work and to meet its staff, service users, and carers.
  + To work closely with the Chief Executive to achieve the aims of Barnet Mencap. Trustees will meet the Chief Executive during the Induction Period.
  + To attend Board Meetings on a regular basis.
  + To use individual and specific skills and knowledge to develop the organisation.
  + To take part in recruitment and appeal panels on grievance and disciplinary matters.
  + To undertake visits as a statutory provider to Station Road and meet the Project Manager.
  + To attend as required training/briefing sessions, courses, and conferences in order to keep up to date with changes both locally and nationally. Trustees should contribute to the Training Plan and will be supported to make the most of the opportunities it sets out.
  + To attend Meetings as a representative and to act as an advocate for Barnet Mencap.
  + To follow the policies and procedures of Barnet Mencap.
  + To elect a Chair and other Officers from among the Board of Trustees.
  + To approve the budget and annual accounts.
  + Trustees will be provided with the training they need to help them fulfil their responsibilities.

Mentoring

Barnet Mencap recognises that becoming a Trustee for the first time presents a number of challenges. Understanding the role and responsibilities of the Trustee and how the Board links to the rest of the organisation is a huge task.

The mentoring scheme pairs a new Trustee with a more experienced member of the Board, who becomes their mentor for a period of six months. The mentor will:

1. Meet the new Trustee
2. Work through the Induction with the new Trustee
3. Help the new Trustee to take part in their first few Board meetings
4. Explain the culture of the Board, the style, time commitment etc.

Liabilities of the Trustees

The Board of Trustees is responsible for running the organisation. Trustees’ liability is limited, however. This applies as long as Trustees continue to act lawfully, prudently, and in accordance with the Memorandum and Articles of Association.

Board Meetings

Board Meetings are held regularly 6-7 times throughout the year; each lasting approximately two hours. Trustees can contact the Chair to contribute items for the agenda. The agenda will be circulated in advance of the meeting, along with the minutes of the previous meeting. There is also at least one advisory council, away day, and AGM annually.

Members of the Board should read all papers prior to the meeting.

The meetings will discuss the business, finance, and policies of Barnet Mencap. Resolutions should be proposed and seconded by members of the Board, and if a vote is necessary, this shall be by show of hands. In the event of there being no majority, the Chair can give the casting vote. All members are bound to accept any decision made at the meetings by the Board of Trustees, even if they have voted against the decision.

The Chief Executive and Company Secretary will normally be in attendance at the Board Meetings.

All papers presented at the Board meetings and all matters relating to the Board meeting are confidential.

Barnet Mencap is committed to involving people with learning disabilities in the running of the organisation. People are encouraged to take part in the steering groups and give their views to the Board.

Duties and Responsibilities of the Honorary Officers

The Chairman/Vice Chairman

The role of the Chairman extends far beyond drawing up agendas and chairing meetings. The Chairman has to take a leadership role so that the Board fulfils its responsibility for the governance of the charity.

The Chair acts as a figurehead of the charity and represents it at functions and meetings.

Responsibilities:

* Providing leadership for the Board in their role of setting the strategy and policy of Barnet Mencap.
* Planning the annual cycle of Board meetings.
* Setting agendas for Board meetings.
* Chairing the Board meetings.
* Monitoring decisions taken and ensuring that they are implemented.
* Representing the charity at functions and other meetings
* Liaising with the Chief Executive to keep an overview of the charity’s affairs and providing support as appropriate.
* Leading the process of appraising the performance of the Chief Executive.
* Sitting on recruitment and appeal panels on grievance and disciplinary matters.
* To recruit and supervise the Chief Executive.
* To meet with the Chief Executive and produce an annual work plan for the Board and to oversee its implementation.
* To meet with Trustees individually once a year to appraise their performance and review any training needs through a Board Action Plan.
* Such other functions as might be appropriate.

*The Vice-Chair acts for the Chair when the Chair is not available and undertakes assignments at the request of the Chair.*

The Company Secretary

The role of the Company Secretary is to support the Chair by ensuring the smooth functioning of the Board.

Responsibilities:

* Ensure compliance with the requirements of the Company Act.
* Making all the arrangements for the meetings.
* Preparing the agenda in consultation with the Chair and the Chief Executive and ensuring that it is circulated in good time.
* Receiving agenda items from members of the Board.
* Checking the quorum is present.
* Taking minutes of meetings and circulating them.
* Ensuring that the minutes are signed by the Chair once they have been approved.
* Sitting on recruitment and appeal panels on grievance disciplinary matters as requested.
* Circulate agendas and minutes of the annual general meeting and any special or extraordinary general meetings.
* To monitor the income and expenditure as requested and work with the Treasurer on preparing accounts.
* To liaise with outside professionals, for example lawyers and accountants.
* Such other functions as might be deemed appropriate.

The Honorary Treasurer/Vice Treasurer

The overall role of the Hon. Treasurer is to maintain an overview of the organisation’s affairs, ensuring its financial viability and ensuring that the proper financial records and procedures are maintained.

Responsibilities:

* Ensuring that systems are in place to pay salaries at the right time to all members of staff.
* Overseeing and approving the presenting of budgets, accounts, and financial statements.
* Being assured that the financial resources of the organisation meet its present and future needs and advising on the financial implications of the organisation’s strategic plans.
* Ensuring that the organisation has an appropriate reserve policy.
* The preparation and presentation of financial reports to the Board.
* Ensuring that the appropriate accounting procedures and controls are in place.
* Liaising with both paid staff and volunteers about financial matters.
* Advising the charity on the financial strategy required and contributing to the fundraising strategy of the organisation.
* Ensuring that the charity has an appropriate investment policy.
* Monitoring the organisation’s investments.
* Ensuring that there is no conflict between the investments held and the aims and objectives of the organisation.
* Ensuring that the accounts are prepared in the form prescribed by Funders and the relevant statutory bodies, for example the charity commission, the registrar of companies.
* Ensuring that the accounts are audited in the manner required.
* Making formal presentation of the accounts at the Annual General Meeting.
* Sitting on recruitment, disciplinary, and appeal panels on matters as required.
* To meet each quarter with the Chief Executive and Project Managers to monitor the project’s budget.