

Board Member of the Liberate Committee: Role Description

Main Purpose of Role

To provide governance and oversight of Liberate (“the Charity”) and to act as an ambassador for the Charity.

Key Objectives

1. To have and accept ultimate responsibility for directing the affairs of the Charity, and ensuring that it is solvent, well-run, and delivering the charitable outcomes for which it has been set up.
2. To ensure that the Charity complies with charity law (if any), and with the requirements of any regulator; in particular to ensure that the Charity prepares reports on what it has achieved and annual returns and accounts as required by law (if any).
3. To ensure that the Charity does not breach any of the requirements or rules set out in its Constitution and that it remains true to the charitable purpose and objects set out there.
4. To comply with the requirements of other legislation and other regulators (if any) which govern the activities of the Charity.
5. To act with integrity, and avoid any personal conflicts of interest or misuse of charity funds or assets.
6. To ensure that the Charity is and will remain solvent.
7. To use charitable funds and assets reasonably, and only in furtherance of the Charity’s objects.
8. To avoid undertaking activities that might place the Charity’s endowment, funds, assets or reputation at undue risk.
9. To take special care when investing the funds of the Charity, or borrowing funds for the Charity to use.
10. To use reasonable care and skill in their work as a Member, using their personal skills and experience as needed to ensure that the Charity is well-run and efficient.
11. To consider getting external professional advice on all matters where there may be material risk to the Charity, or where the Members may be in breach of their duties.

The above list of objectives is not exhaustive and the post-holder is expected to provide additional support to the Charity as requested from time to time.

A Member is expected to attend not less than six board meetings per year. They may also be expected to represent the Charity at various events and meetings with key stakeholders.

The role of a Member is not accompanied by any financial remuneration.

Key Skills

1. **Advocacy skills:** Demonstrate a strong and visible passion and commitment to the charity, its strategic objectives and cause. Strong networking capabilities that can be utilised for the benefit of the charity.
2. **Excellent interpersonal skills:** Exhibit strong inter-personal and relationship building abilities and be comfortable in an ambassadorial role. Demonstrate tact and diplomacy, with the ability to listen and engage effectively.
3. **Financial and strategic acumen:** A broad understanding of finance and the ability to think through and understand strategy.
4. **Third Sector skills:** A broad understanding of the Third Sector and the key issues affecting charities.
5. **Time:** Ability to commit time to conduct the role well, including attending events out of office hours.

Experience of charity governance and working with or as part of a Board of Trustees is not essential as training will be provided. Experience of external representation of an organisation would be advantageous, but not essential. Experience of attending board/committee/management-type meetings and events would be advantageous, but not essential.

Reports to: the Chair of the Board of Members

The 12 Key Roles of a Charitable Board – NCVO guidance

1. Set and maintain vision, mission and values

2. Develop strategy

The Board is responsible for establishing the essential purpose or mission of the organisation. They are also responsible for guarding its vision and values. Together, the Charity Board and Chief Executive Officer develop long-term strategy. Meeting agendas reflect the key points of the strategy to keep the organisation on track.

3. Establish and monitor policies

The Board creates policies to govern organisational activity. These cover:

- Guidance for staff;
- Systems for reporting and monitoring;
- An ethical framework for everyone connected with the organisation;
- Conduct of Members and Board business.

4. Set up employment procedures

The Board creates comprehensive, fair and legal personnel policies. These protect the organisation and those who work for it. They cover:

- Recruitment;
- Support;
- Appraisal;
- Remuneration;
- Discipline.

5. Ensure compliance with the Constitution

The Charity's constitution or governing document is the rulebook for the organisation. The Board makes sure it is followed. In particular, the organisation's activities must comply with its charitable objectives.

6. Ensure accountability

The Board should ensure that the organisation is accountable as required by law to:

- The Jersey charity commission
- States of Jersey Taxes Office
- States of Jersey Customs and Immigration Department
- States of Jersey Population Office

- The Jersey Financial Services Commission

The Board also needs to make certain that the organisation is accountable to donors, beneficiaries, staff, volunteer, and the general public. This means publishing annual reports and accounts and communicating effectively.

7. Ensure compliance with the law

The Board is responsible for making sure that all the organisation's activities are legal.

8. Maintain proper fiscal oversight

The Board is responsible for effectively managing the organisation's resources so it can meet its charitable objects. It:

- Secures sufficient resources to fulfil the mission;
- Monitors spending;
- Approves the annual financial statement and budget;
- Provides insurance to protect the organisation from liability;
- Seeks to minimise risk;
- Participates in fundraising (in some organisations);
- Ensures legal compliance.

9. Select, manage and support the Chief Executive Officer

The Board creates policy covering the employment of the Chief Executive Officer. It selects and supports the Chief Executive Officer and reviews their performance.

10. Respect the role of staff

The Board recognises and respects the domain of staff responsibility. At the same time, it creates policy to guide staff activities and safeguard the interests of the organisation.

11. Maintain effective board performance

The Board keeps its own house in order. It takes steps to establish:

- Productive meetings;
- High standards of Member conduct;
- Effective committees with adequate resources;
- Development activities;
- Recruitment and induction processes;
- Regular performance reviews;
- Partnerships with consultants where necessary.

12. Promote the organisation

Through its own behaviour, governance oversight and activities on behalf of the organisation the Board enhances and protects the reputation of its organisation. Board members are good ambassadors for the Charity.

Source: NCVO