# Canopy Board Member Job Description

Together, Board Members must fulfil the 5 Core Governance Functions:

* Determine Mission and Strategy – setting the organisation’s direction and determining how it will get there.
* Accountability – being held to account for the actions of the organisation and holding those who carry out the work (staff and/or volunteers) to account.
* Look after the board – ensuring board renewal (recruitment, induction and retirement), effective decision making and information sharing processes, positive group dynamics, and reflection, learning and development for the board as necessary.
* Safeguard assets – acting as custodian of the assets, tangible (money, property etc.) and intangible (organisation’s reputation and name), ensuring that assets are used appropriately and constitutionally. Ensuring that there are sufficient assets for the organisation’s survival.
* Act as an ‘ambassador’ – linking the organisation to its stakeholders, such as members, the community, funders etc.

Board members are also expected to:

* Hire, support, monitor (and, if necessary, fire) the Director
* Comply with Canopy’s Board Member Code of Conduct
* Convene/attend complaints, disciplinary and/or senior appointment panels, as required through company policy and procedures.
* Support the Board’s three subcommittees, as required.

## Additional requirements for Chair

* Leading the board and the organisation to enable it to fulfil its purpose.
* Ensuring an effective relationship between:
	+ the board and the staff/volunteers
	+ the board and the external stakeholders/community
* Acting as a spokesperson and figurehead as appropriate.
* Planning and preparing the cycle of board meetings and the AGM with others as appropriate.
* Chairing board meetings, ensuring:
	+ A balance is struck between time-keeping and space for discussions.
	+ Business is dealt with and decisions made.
	+ Decisions, actions and deliberations are adequately recorded.
	+ The implementation of decisions is clearly assigned and monitored.
* Supervising, supporting and appraising the Director
* Ensuring adequate support and supervision arrangements are made for the Director and any other staff/volunteers directly managed or reporting to the board.
* Appraising the performance of other board members.
* Ensuring a successor is found before the term of office finishes.

The Chair is expected to have the following qualities:

* A willingness to lead the organisation
* Tact, diplomacy and powers of persuasion.
* Possesses relevant knowledge
* The relevant skills to run a meeting well.

## Additional requirements for Deputy Chair

* Standing in for the Chair where necessary.
* Assisting the Chair with difficult decisions between meetings.
* Handling any complaints made about the Chair.
* Leading the appraisal of the Chair.
* Supporting the Chair in appraising the other Board Members.

The Deputy Chair is expected to have the following qualities:

* A willingness to lead the organisation
* Tact, diplomacy and powers of persuasion.
* Possesses relevant knowledge
* The relevant skills to run a meeting well.

## Additional requirements for Secretary

* Ensuring board meetings are properly administered.
* Ensuring other meetings, such as the AGM, and events are properly administered.
* Monitoring board member action points.
* Planning and preparing for board meetings and the AGM with others as appropriate.
* Planning meeting dates, booking rooms, sending out notifications, minutes and other papers.
* Drawing up agendas together with the Chair.
* Ensuring board meetings are appropriately minuted. In the case of closed meetings (with no others present) the secretary will take the minutes.
* Accurately recording decisions and actions in the minutes and reporting to the next board meeting on the progress of actions and the result of decisions.
* Maintaining accurate and up-to-date membership records, issuing renewal notices and recording subscription/membership fees together with the treasurer.
* Dealing with correspondence, writing letters/emails as agreed at board meetings, summarising correspondence/emails received at the next board meeting and drafting replies as appropriate.
* Making arrangements for any necessary reporting to be done. e.g. the annual report to members.

The Secretary is expected to have the following qualities:

* To be organised and methodical
* Able to take good minutes.
* Able to keep accurate records.
* The relevant skills to organise a meeting well.

## Additional requirements for Treasurer

* Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice.
* Ensure proper records are kept and that effective financial procedures are in place.
* Monitor and report on the financial health of the organisation.
* Oversee the production of necessary financial reports/returns, accounts and audits.
* Liaise with relevant staff, board members and/or volunteers to ensure the financial viability of the organisation.
* Make fellow board members aware of their financial obligations and take a lead in interpreting financial data to them.
* Regularly report the financial position at board meetings (balance sheet, cash flow, fundraising performance etc.).
* Oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year.
* Ensure proper records are kept, that Financial Standing Orders are followed and that effective financial procedures and controls are in place.
* Appraising the financial viability of plans, proposals and feasibility studies.
* Lead on appointing and liaising with auditors/an independent examiner.

The Treasurer is expected to have the following qualities:

* Knowledge and experience of current and fundraising finance practice relevant to voluntary and community organisations.
* Knowledge of bookkeeping and financial management (as necessary).
* Good financial analysis skills.
* Ability to communicate clearly