

Board Members Role Description

When becoming a member of YMCA Norfolk's Board you become the Trustee of a registered charity. Together with your colleagues on the Board you will be responsible for ensuring the affairs of the charity are conducted legally and properly. Support and guidance will be given to help you learn and exercise your role. As well as taking an active interest in the life of YMCA Norfolk there are also opportunities to serve and influence the YMCA Movement at a regional, national or international level.

Tasks and Responsibilities

- ▶ With the assistance of the Chief Executive and appropriate professional advisers, to ensure that the organisation complies with regulatory and statutory requirements.
- ▶ To ensure that the properties, assets and funds of YMCA Norfolk are properly managed and protected.
- ▶ Ensure YMCA Norfolk pursues its charitable objects as defined in the Memorandum and Articles of Association.

Leadership

- ▶ To ensure that the Christian ethos of the Movement is evident in the life and work of YMCA Norfolk.
- ▶ To act at all times within the Code of Conduct for Board Members.
- ▶ Act fairly and in accordance with good employment and equal opportunities principles in making decisions affecting the appointment, recruitment, professional development, appraisal, remuneration and discipline of the Chief Executive.
- ▶ The Board has a responsibility to develop and ensure the maintenance of a properly constituted, balanced and competent Board, including providing clear procedures for selection, election, training, retirement and, if necessary, removal of trustees.

Strategic Direction

- ▶ Formulate and review regularly, with the help of the Chief Executive YMCA Norfolk's vision, values, business plan and strategy, as well as policies for their fulfilment.
- ▶ To work with the Senior Management Team in developing and agreeing a strategic plans.
- ▶ To monitor progress through the Board of Trustees' Committees, and monitor annual plans, both against an agreed reporting structure.

Time Commitments

- ▶ Board members should strive to attend all Board meetings; prepare and contribute appropriately and effectively.



- ▶ In addition to attending Board Meetings, it is customary to serve on one of the committees established to support the Board in its responsibilities.
- ▶ Training
- ▶ There will be opportunities to participate in periodic training and to stay abreast of good practice.
- ▶ To attend new member induction.

Board Member Person Specification

Essential qualities:

- ▶ Active Christian faith and Church involvement.
- ▶ A commitment to the Christian Aims and Purposes of the YMCA Movement.
- ▶ A willingness to commit time of approximately 8-10 hours per month including reading papers, attending meetings etc.
- ▶ A willingness to work as part of a team, contribute to discussions at Board meetings and with staff and accept collective responsibility.
- ▶ An understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship.

Desirable qualities:

- ▶ A willingness to assist in networking and fundraising.
- ▶ A willingness to take on an active role and committed with a view to possibly Chairing a committee in due course.
- ▶ A willingness to commit additional time if necessary to projects which may need Trustee support.

Skills, Knowledge and Experience:

To be prepared to use skills, knowledge, experience and insights for the good of the Movement. It is desirable for Board Members to have skills, knowledge and experience in at least one of the following areas:

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| ▶ Strategic leadership | ▶ Human Resources (including volunteer recruitment) |
| ▶ Governance | ▶ Legal practice |
| ▶ Community links and involvement | ▶ Marketing and Public Relations |
| ▶ Education and skills | ▶ Programmes or operations similar to YMCA Norfolk's activities |
| ▶ Financial management | ▶ Supported and social housing |
| ▶ Treasury management | ▶ Spiritual development |
| ▶ Fundraising | ▶ Voluntary sector |
| ▶ Health and safety | |



