Borders TSI

Board Member Role Profile

**Role:**

# This is an exciting opportunity to become part of our governance team at Borders TSI. You would be supporting and overseeing the development of a new Organisation so the TSI can ensure the delivery of high quality, responsive services to Third Sector Organisations in our area. You do not need to know everything there is to know about the Third Sector, but you will need to prove that you are interested in our work, be reliable, action focussed and committed to our principles and values.

# Governance:

The Board Members governance role is separate from the staff and volunteer executive delivery roles. The Board Members share collective responsibility to ensure the TSI, has a clear strategy, is working towards delivering its objectives, is well run and has effective controls in place. Good governance ensures that our objectives and standards are clear. It also means that a sensible approach to risk is adopted and that high ethical standards are applied. Good governance also depends on a constructive relationship between the Board and the lead officer and staff. In the case of a TSI, we are expected to be an exemplar of this in the sector, and also to provide advice and guidance to others.

# The Board

The Board of an Organisation operates at a strategic level and delegates responsibility for the day-to-day management and running of the Organisation to staff or other agents, overseen by a Lead Officer.

# The Board, working closely with the Lead Officer will:

* Sets the strategy & direction of the Organisation with the Lead Officer and staff team.
* Lead the Organisation in respect of strategy and management oversight.
* Ensure the Organisation operates within its objectives set out in its constitution.
* Promotes and upholds the values of the Organisation and drives a positive and supportive culture.
* Promotes and demonstrates good governance – adopts and implements the OSCR & SCVO Governance Code.
* Upholds a Board Code of Conduct.
* Agrees the annual budget and strategic plan to ensure the financial viability of the Organisation.
* Provides support and direction to the Lead Officer and manages their performance.
* Takes account of clients’ views in respect of access and inclusion, diversity, representation, relevance and equalities.
* Takes responsibility for ensuring the Organisation is a good employer that engages with its employees.
* Visible within the Organisation attending events and activities
* Ensures the long-term sustainability of the Organisation.
* Monitors the Organisation’s performance and that of the Lead Officer.
* Monitor’s and manages strategic risks.
* Ensure legal, constitutional and regulatory compliance.

# Individual Board Members

All Board Members are expected to use their skills, knowledge, and experience for the benefit of the Organisation. Members will offer life experience and/or professional expertise; it is essential that our Board has an appropriate range of skills, knowledge, and experience. Every Board Member shares the same level of responsibility regardless of their background. These responsibilities are set out below:

# Board Members are expected to:

* Understand and be committed to the Vision, Values and Strategic Business Plan of the Organisation.
* Attend and be well prepared for Board meetings by reading papers in advance.
* Contribute effectively to discussions, constructively challenge and contribute to collective decision making.
* Maintain good level of awareness of current issues relevant to the Organisation.
* Take part in training and other learning and development opportunities.
* Participate in an annual appraisal of their individual contribution.
* Represent the Organisation internally and externally positively and effectively.
* Respect and maintain confidentiality of information.
* Treat other Board Members and all staff with respect and foster effective working relationships within the Board and between the Board and executive.
* Be aware of and comply with Policies and declare any relevant conflict of interests as soon as they arise.
* Ensure you are a Fit and Proper person to serve as a Trustee / Director.

**Learning, Development & Support for Board Members**

To support Board Members in their role, new Members are expected to take part in an Induction Programme which offers opportunities to meet staff and find out more about the work of the Organisation. The Organisation will also identify an experienced Member of the Board who will act as a mentor for new Board Members to support them in their first 6 months.

All Board Members will be offered an Individual Support programme which will be developed with each Member and tailored to fill in any skills / knowledge / experience gaps identified. Learning & Development can take the form of:

* Briefings provided by staff
* In-house training as well as from an external source
* Attendance at conferences, seminars, and events
* Reading publications and journals
* On-line research.

Each year, every Board Member is expected to take part in an appraisal of their individual contribution to the Organisation’s governance. This is carried out by the Chair / Vice Chair and is used to inform the development of annual training and development programmes for the Board and its Members. Our Articles and Code of Conduct require Board Members to participate in this process.

# Responsibilities of being a Board Member

Being a Board Member is a voluntary role which carries legal responsibilities that are the same as those of a Company Director. These include:

* Using their skills, experience, and judgement to help make the business successful
* Appropriately scrutinising and challenging reports and performance
* Following the Organisation’s Articles and ensuring it meets its legal obligations
* Making decisions for the benefit of the Organisation, not for self-gain
* Declaring any personal interests
* Ensuring that the Organisation keeps accurate records
* Making sure the accounts present a “true and fair view” of the Organisation’s finances
* Complying with various employment and company laws.

# The Time Commitment for a Board Member

The Time commitment, which is expected of Board Members, is typically:

* Preparation and attendance at a number of Board meetings per annum (2-3 hours) and preparation time
* Attendance at an Annual Strategy Day or AGM if the Organisation has AGM’s
* Induction and training time – this will be dependent on a Board Members current experience and availability but could be estimated at 2 days over a year.