



# THE BOARD

## Duties of a Member of The Board of Directors

Directors of Nevis Group are co-opted onto the Board by the directors. As Nevis Group is registered charity the duties of Directors are established by the Office of the Scottish Charity Regulator (OSCR)

### **Ensure that the organisation acts within the law**

The Board is responsible for ensuring that Nevis Group complies with the requirements of the relevant law; for example, Charities & Trustees Investment(s) Act 2005; Charities and Benevolent Fundraising (Scotland) Regulations 2009. Directors are not required to have expert knowledge; they are required to have systems which allow them to be confident of compliance.

### **Objects**

Directors must ensure that Nevis Group pursues its objects as defined in its constitution

### **Ensure that Nevis Group uses its resources exclusively to pursue its Objects**

Every policy and resourcing decision the Board makes is designed to help Nevis Group realise the objects, its fundamental purpose. It is the responsibility of the Board to review and develop overall policy/resourcing against this criterion.

### **Contribute actively to the Board of Directors' role in giving firm strategic direction to the organisation**

This involves setting overall policy, defining goals, setting targets, and then evaluating performance against agreed targets. The board is responsible for working with the Chief Executive Officer and the Chief Operations Officer and staff to develop the long-term strategic plan. Meeting agendas can then be tied to key points in the strategic plan in order that the Board can deal with key issues.

### **Approve and monitor the organisation's programmes and services**

The Board sees to it that all the organisation's programmes and services obey the letter of the law and effectively serve the organisation's mission. The Board's vision for the organisation determines what direction these programmes will take.

### **Ensure the effective and efficient administration of the organisation**

This involves maintaining the right degree of overall control necessary to govern effectively and ensure the organisation's compliance with e.g. Health and Safety; Data Protection issues and employment law.

The Board has responsibility for ensuring that staff operate within effective reporting and monitoring systems; have sufficient guidance; work within an ethical framework; have clear lines of accountability, and a means to seek redress in any HR issues. This is not a hands-on role; it requires effective policies to be in place and then a system of oversight.

The board is also responsible for creating policy governing the behaviour of the directors and all aspects of Board business.

### **Safeguard the good name and values of the organisation**

Through their own behaviour, their governance oversight and their actions on behalf of the organisation, members of the Board have a responsibility to enhance and protect the reputation of Nevis Group.

Each Director is required to adhere to the Nevis Group Code of Conduct which focuses on the duties and behaviours required to promote and safeguard Nevis Group's reputation.

### **Ensure the financial stability of the organisation and to protect and manage the property of Nevis Group and to ensure the proper investment of Nevis Group funds**

The Board ensures that the organisation has the resources to carry out its activities. Their work in this area may involve creating policies governing financial reserves and fundraising practice.

The Board approves the annual financial statement and budget, monitors spending, creates policies to manage and protect Nevis Group's assets and property and sees to it that finances are handled according to the law in the best interest of the organisation.

The Board also protects the organisation against liability by providing adequate insurance and creating policy designed to minimise the amount of risk for the organisation.

### **Appoint and support the Chief executive officer and monitor his/her performance**

It is the responsibility of the Board to create policy and procedures which enable the organisation to determine the remuneration of the CEO and staff, their recruitment and selection, and an annual review of their performance. The Board is also responsible for ensuring the proper development of and support for the CEO and staff throughout the year, through agreed procedures and systems.

### **Understanding the relationship between the Board and Staff**

The Board should recognise areas of staff responsibility and avoid interfering in matters that are properly the domain of the Chief Executive Officer and his/her staff. At the same time, it creates policy to guide staff activities and safeguard interests of the organisation.

### **Carefully select and induct new Board members**

The Board will ensure that quality of governance for the organisation by carefully selecting and training new Board Members. It will recruit and develop individuals who can provide the best leadership for the organisation.

### **Provide mentoring for new Board members where appropriate**

All Nevis Group Directors will from time to time undertake a mentoring role as requires in relation to new or prospective directors.

### **Carry out Board business efficiently**

The Board will keep its own house in order by conducting productive meetings where key organisational issues are dealt with in an efficient way. It will create effective committees and provide them with adequate resources and personnel. It will identify the expertise required by the organisation and ensure that the needs are met. It will engage in regular performance appraisals, periodic self-assessment and development activities to strengthen its effectiveness.