



BOARD ROLES AND RESPONSIBILITIES



You can download this document at www.candt.org

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BOARD ROLES AND RESPONSIBILITIES

The Board of Directors of C&T has legal and financial responsibility for the operation of the Company and is the employer of all Company staff. It is responsible for the continued development and the efficient running of the Company with full accountability to its funding bodies. As the Company is a registered charity, the Directors are also the Trustees of the Company.

The collective role of the Board is to advise, approve, monitor, evaluate and make and ratify decisions relating to the operation of the Company. In particular, the role of the Board includes:

General

- The development of organisational and management strategies that reflect the innovative way our Company is moving forward into the future.
- Business planning in line with the Company's three-year Business Plan.

Policy

- Advising on, monitoring and reviewing the Artistic and Educational policy that is at the heart of the Company's work.
- The setting of clear policy objectives for given periods of time.
- Discussing, deciding and approving company policies such as Equal Opportunities, Child Protection and so on.

Legal

- Final responsibility for the legal running of the company and compliance with the requirements of Companies House.
- Final responsibility for compliance with Health and Safety legislation and for compulsory insurances.
- Protecting the interests of the company, establishing and overseeing fair and legal practices in contracts, copyright and other relevant legal matters.
- Ensuring compliance with Charity Commission requirements including compliance with SORP 2000.
- Carrying out and reviewing risk assessment for the Company.

Employment and staffing

- As employers, the Board have final responsibility for compliance with employment law.
- Discussing, deciding and approving employment policies for the organisation, including Equal Opportunities, training, pay policy and so on.
- Appointing the Artistic Director and setting Company policy on matters such as salary levels, holiday and sick pay, terms and conditions of employment, special leave and so on.
- Ensuring that all policies are in line with current legislation.
- Providing adequate systems of recruitment and selection, support, appraisal, grievance and disciplinary procedures for staff.

Advocacy

- Acting at all times in the best interests of the company, respecting confidentiality when required and avoiding or declaring personal conflicts of interests with the company.
- Acting as ambassadors and promoting and protecting the interests of the company.
- Debating and agreeing funding applications to existing and potential funders.

Financial

- Final responsibility for compliance with legal requirements for accounting, taxation and use of assets.
- Establishing, monitoring and reviewing accounting and control systems to ensure that financial control is being exercised.
- Review of bi-monthly management accounts and financial reports at Board meetings.
- Discussing, deciding and approving of annual budgets and any revisions during the year.

Marketing

- Discussing, approving, monitoring and reviewing marketing strategies, corporate identity and pricing policy of the company.

Premises and equipment

- Final responsibility for the safe and efficient use of premises and equipment in relation to staff, users and the public.
- Final responsibility for the care and upkeep of any equipment owned by the company.
- Discussing and deciding on proposals for new equipment, capital expenditure, premises and so on.
- Striving to ensure access to all to office premises and places where activities are taking place.

Development

- Discussing and deciding on development for the Company
- Discussing and deciding on fund-raising strategies and specific projects.

Effectiveness

- Reviewing the operation of the Board at the annual Board Awayday.
- Ensuring an appropriate skills base for the Board and to provide training as appropriate.
- Recruiting new Board members as required to ensure a healthy turnover of members, at the same time ensuring continuity and the smooth running of the Company.
- Taking specialist advice when matters fall outside the expertise of Board members.

Attendance of Board Members is expected at:

- At least 4 out of 6 bi-monthly Board meetings held each year.
- The Annual General Meeting of the Company.
- The annual Board Awayday
- Relevant working groups or sub-committees according to your particular area of expertise.
- Drama workshops or performances on an occasional basis to see the Company's work.

Declaration of Interests

- The policy on registration and declaration of interests applies to all members of the Board of Directors and to procedures followed at meetings.
- A register will be kept in the Administrator's office with other Board documentation and members should record any declaration of interest therein. Any specific conflict of interest which arises prior to or during a meeting should be immediately declared and will be recorded in the Minutes of the meeting.