



Birmingham  
Community Matters



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# Birmingham Community Matters: Role of the Board

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## Introduction:

The role of the Board of Trustees of Birmingham Community Matters (BCM) informs both its key responsibilities (set out in the paper 'BCM\_Responsibilities of Trustees') and the skills and experience required in order to carry out the Trustee Board functions.

Overall the Board of Trustees has:

- a **Contractual Duty** arising from BCM's constitution which form the contract or framework within which BCM operates.
- a **Regulatory Duty** which is the obligation to abide by the regulations and laws which affect the operation of BCM.
- a **Fiduciary Duty which** means that everything done by the Board of Trustees or an individual trustee must be done in good faith 'bona fide for the benefit of BCM as a whole and for a proper purpose'.

## The Roles of the Board of Trustees:

The following roles provide a framework within which the Board of Trustees function.

- 1) *Set and maintain vision, mission and values* - establishing the initial purpose of BCM and guarding its ethos and values
- 2) *Develop strategy* - formulation of a long-term strategy to keep BCM on track.
- 3) *Establish and monitor policies* - creation of policies governing organisational activity e.g. ethical framework, conduct of board trustees and board business, staff employment policies.
- 4) *Ensure compliance with governing document* - working within the objectives set out in the governing document.

- 5) *Ensure accountability* - including accountability as required by law to the Charity Commission, Companies House, HM Revenue & Customs and other appropriate and relevant bodies; publication of annual reports and accounts; accountability to funders and other partners.
- 6) *Ensure compliance with the law* - responsibility for checking that all BCM's activities are legal.
- 7) *Maintain proper fiscal oversight* - proper management of BCM's resources and funding in order to meet its objectives; secures sufficient funding to secure the mission; monitors spending, approves the annual financial statement and budget, protects BCM's against liability by providing insurance; manages risk and ensures compliance with law.
- 8) *Respect the role of staff and volunteers* - recognition and respect for the areas of responsibility of staff and volunteers as distinct from those of the board of trustees. The creation of policies to guide staff and volunteer activities and to protect the interests of the charity.
- 9) *Maintain effective board performance* - resources board and trustee development; carries out proper appraisal and audit arrangements for the board and its trustees; has responsibility for trustee board recruitment.
- 10) *Ensure responsibility as an employer* - creates comprehensive, fair and legal personnel policies, protecting BCM and those who work for it.
- 11) *Promote and support the manager* - recruitment of and support to the manager or equivalent and agreed arrangements for line management/external mentoring arrangements.
- 12) *Promote the organisation* - through good behaviour, governance oversight, activities on behalf of the organisation and their ambassadorial roles, trustees enhance the reputation of the organisation.