

Velocity Café and Bicycle Workshop

Responsibilities of Board Members

Your overarching duty is to use your skills, knowledge and time to work as best you can with your chair, fellow board members and staff to ensure that Velocity fulfils its responsibilities and meets its targets defined in the Company Business Plan. The power to make decisions and hold staff to account in order to deliver these responsibilities lies with the board **as a whole** and not any individual board member.

Basic duties of the board

- Provide leadership, direction, and support to the organisation, setting its strategy and priorities.
- Promote commitment to the values and ethos of the organisation including equality and diversity.
- Ensure satisfactory delivery of the organisation's performance and financial objectives.
- Be accountable to and maintain the trust of key stakeholders.
- Comply with relevant legal and financial requirements.
- Ensure identification and control of the main risks to delivery of the organisation's responsibilities and business objectives.
- Ensure staff have the appropriate skills, knowledge, culture and working environment.

As a non-executive body, the board's duty is to ensure the organisation delivers for its funders, customers, volunteers and employees. The board does not undertake the day to day operational work but it ensures it has staff that can do this. The board's role is a strategic one which means it focuses on:

- Deciding what the organisation needs to achieve.
- Monitoring delivery of those goals.
- If the goals are not being achieved, understanding why and either ensuring the approach is adjusted or changing the goals.

Basic requirements of board members

Your contribution to the collective board effort will vary to some extent depending on your own skills and knowledge but all board members must fulfil the following basic requirements:

- Contribute to board discussions in a constructive and supportive manner, explaining your thinking and listening to others.
- Scrutinise Velocity's performance and, when necessary, provide challenge to senior staff and fellow board members.
- Give the required amount of time to the role, attending meetings unless previously agreed with the chair and be properly prepared for meetings. Velocity Board members are expected to attend between 4 and 6 board meetings per year. There are occasional additional opportunities to attend development, training or organisational events.
- Accept and share corporate collective responsibility once the board has made a decision on anything.
- Devote time to understanding Velocity and its operational environment.
- Champion Velocity as and when the opportunity arises.
- Build relationships of trust and mutual respect with other board members and senior staff.
- Abide by any confidentiality requirements subject to Freedom of Information laws.
- Financial stewardship - pay particular attention to any novel or potentially contentious financial transactions such as changes to use of restricted funds, the payment of severance or early retirement payments to staff.