

Board Members' Handbook



Registration Number: 4397R

Charity Registration Number: CHY8258

First Registered on 13th March 1987

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Introduction

The Purpose of the Handbook is to provide Board Members with an overview of the Governance and Operational structures and processes. The Handbook is an important source of information for Board Members. The Handbook will be kept under review and updated to take account of relevant statutory, good governance or operational changes.

BJC Vision Statement

People living in the greater Ballymun area have the capacity to realise their labour market potential and can access employment that provides them with a quality of life free from poverty and welfare dependence

BJC Mission Statement

To raise the skills, educational levels and the labour market aspirations of individuals in the greater Ballymun area

BJC Strategic Goals:

Increase employability by supporting clients to develop their employment related skills, education and abilities

Increase individual's labour market choices and earning potential from employment thus reducing their vulnerability to poverty

Maximise employment, education or training opportunities for local people

Develop innovative approaches in response to identified labour market needs and issues

Co-operate with and foster co-operation between organisations and agencies at European, National and local level

Legal Status

The BJC is incorporated (since 1987) as a Co-operative Society with Limited status.

Roles and Responsibilities of Board Members

Board Members have overall responsibility for governing the organisation – that is formally directing and regulating the affairs and policies of the organisation. The Board is also the Legal Employer and have particular responsibilities in this regard. The day to day operational management of the organisation is delegated, by the Board, to the Manager and his/her senior Management Team colleagues.

Direction

The Board have overall responsibility for ensuring that the organisation remains true to its aims and that staff have appropriate guidance and structure to carry out the work of the organisation. The Board provides this direction by:

- Ensuring that the organisation adheres to its aims as stated in its Book of Rules.
- Ensuring that the organisation has a Strategic Plan that specifies long-term aims and short-term objectives with realistic target-setting and monitoring.
- Ensuring that appropriate policies are developed to guide the actions of staff.

Assets

The Board have ultimate responsibility for ensuring that the financial and physical assets and human resources of the organisation are well managed, insured and utilised to their best effect. The Board must also ensure that proper accounting systems are in place and that annual financial statements are prepared and audited.

Accountability

The Board has overall accountability for ensuring that the organisation is accountable to all relevant stakeholders (funders, members, service users etc) including:

- Ensuring that the reporting requirements of all funders are met.
- Ensuring that the organisation reports to its members and other interested parties on its activities.

Legal

The Board has ultimate responsibility for ensuring that the organisation acts legally and complies with all relevant legislation. Board Members must:

Act in the best interests of the organisation.

Not run the organisation in a fraudulent or reckless manner.

Ensure that the organisation complies with ongoing legal requirements, for example, health and safety law, equality law, data protection law, and employment law.

Comply with the requirements of the organisation's Rule Book.

Responsibilities of the Chairperson

The Chairperson is responsible for:

Planning Board Meetings with the Manager.

Keeping order at meetings and making sure everyone has their say.

Making sure that meetings are time limited.

Ensuring that decisions are made, and arrived at in a fair and orderly manner.

Summarising decisions made.

Remaining as impartial as possible.

Ensuring that decisions made are implemented.

Liaison with staff to keep an overview of the organisation's affairs and to provide support as appropriate.

Represent the organisation externally.

Responsibilities of the Treasurer

The Treasurer is responsible for the general oversight of the organisation's financial resources and for supporting the Manager and Accounts Manager in ensuring appropriate accounting procedures and controls are in place.

Board Meetings

The Board is required to meet at least six times each year. The arrangements governing appointments to the Board/removal from the Board and attendance at Board Meetings are set out in the Book of Rules.

Code of Conduct for Board Members

Board Members are requested to:

- Familiarise themselves with the Book of Rules, others aims and objectives of the organisation and all policies and procedures.
- Put the best interests of the organisation first.

- Prepare for meetings by reading minutes, agenda and other papers beforehand.
- Attend meetings regularly and punctually.
- Take part fully in meetings by listening to others and thinking about the issues.
- Keep contributions relevant to the issues being discussed
- Treat others with respect.
- Ask questions or state your disagreement when necessary.
- Declare any conflict of interests that they may have and if necessary leave the meeting while that matter is being dealt with.
- Take responsibility for decisions that are made.
- Respect the confidentiality of the board meeting by not repeating what has been said outside the meeting.
- Undertake agreed actions as soon as possible after the meeting.