

Office Bearers on the Board of Trustees

Role Of Chair

The Chair or Chairperson is a key role on any charity board. The Chair is elected or appointed to this role by the Board of Trustees, normally at an Annual General Meeting (AGM).

The role of the Chair is to lead meetings of the Board of Trustees, work with senior staff and serve as a channel of communication between board and staff.

Chairing an organisation requires good diplomatic and leadership skills.

Main Duties of the Chair

The Chair must ensure that the Board of Trustees fulfil their responsibilities for the overall governance and strategic direction of Intel Trust. This includes open communication with Trustees, ensuring that any anticipated board vacancies are filled and being responsible for board succession planning.

The Chair is expected to meet with the Business Manager once per calendar month to ensure the board has oversight of the operations are going to plan.

The Chair must ensure that they are familiar with Intel Trust strategic priorities, values and policies and charitable purpose and that these are considered when planning.

The Chair is responsible for making sure that each board meeting is planned effectively, conducted according to the constitution and that matters are dealt with in a timeous orderly efficient manner.

The Chair should identify and utilise the skills of his/her board members for the benefit of the charity. For example, taking the lead in organising sub-groups and other Trustee activities.

The Chair may from time to time be called upon to represent the organisation at functions or to external bodies.

The Chair leads on the development of the board, which includes annual Trustee appraisals and identification of development needs or skills gaps. The Chair ensures that records are kept of these meetings and will feedback to staff and Board about any skills gaps and the need for in house development and/or recruitment.

The Chair is supported by staff with their duties and will receive help identifying suitable training or networking opportunities.

The role of Chair will not be held by one person for a term of longer than 5 consecutive years.

Identification/recruitment of a new Chair will commence when the Chair has been in post for 3 years.

Role of the Vice Chair

The role of the Vice Chair is to provide support to the Chair and to Trustees to enable the Board to fulfil their responsibilities for the overall governance and strategic direction of the organisation.

The Vice Chair will participate in Trustee recruitment interviews and other important Board business as required.

The Vice Chair acts as a deputy for the Chair, taking on the Chair's role when the Chair is absent.

In some cases, the Vice Chair is the 'Chair in Waiting' and will take over the Chair role in the future. In other cases, a resigning Chair may take the role of Vice Chair until the sustainability of an effective Board is achieved.

Role of the Treasurer

The role of the Treasurer is to help the Board of Trustees carry out their financial responsibilities in safeguarding the organisation's finances. The Treasurer should ensure they have a clear understanding of the management and annual accounts and is comfortable raising questions if anything is unclear.

The Treasurer does not need to have formal financial qualifications but must have an overall understanding of budget setting, income and expenditure and audited annual accounts.

The final responsibility for the financial management of Intel Trust always rests with the Board of Trustees and with LHC Procurement Group Finance Team.

All members of the Board of Trustees are accountable for scrutiny of Intel Trust finances.

Main Duties of the Treasurer

The Treasurer must ensure he/she has a good understanding of the quarterly management accounts and raise any initial questions with the Business Manager, who will progress these to the LHC Procurement Group Finance Team if necessary.

The Treasurer may be involved in budget setting in partnership with the Business Manager, but this is not an essential part of the role.

Operational financial responsibility lies with the Business Manager and LHC Procurement Group Finance Team. Please refer to next section for detail.



Operational Financial Responsibility

Financial services are provided to Intel Trust by LHC Procurement Group, as detailed in the Memorandum of Understanding, found in the Board Portal on the Intel Trust website.

These services include book-keeping, assistance with budgeting, carrying out financial transactions, provision of quarterly management accounts and the management of the Intel Trust bank account.

A representative from LHC Procurement Group Finance Team will attend quarterly Board meetings and provide a report on quarterly management accounts. If a member of the Finance Team is unavailable, a written report will be provided to ensure constitutional requirements are met.

It is the role of the Business Manager to liaise with LHC Procurement Group Finance Team with regards to financial transactions such as payment of grants, invoices and the management of income and funding awards.

Intel Trust has adopted the LHC Procurement Group Finance Policy, which provides several levels of approval, before payments are made. Adoption of the LHC Procurement Group Policy provides assurance to Trustees that an approved process is in place and alleviates the risk of financial mismanagement.

Intel Trust produces and provides a set of externally audited accounts to OSCR every financial year, as part of our Constitutional responsibilities.

LHC Procurement Group Finance Team and the Business Manager are responsible for preparing all documents for the auditors, assisting in the audit process, and preparing an annual financial report for approval by the Board of Trustees. Audited annual accounts are supplied to OSCR and published on the Intel Trust website, in the interests of transparency.

The Business Manager, supported by LHC Procurement Group Finance Team is responsible for production of a draft annual budget, which is presented to the Board of Trustees for approval.

Intel Trust operates an Expenses Policy, found in the Trustee Handbook on the Board Portal, detailing what Trustees can claim and how they should claim it. All claims must be supported by receipts and supplied to the Business Manager for payment.

Role of Secretary

There is no legal requirement for an Honorary Secretary to be nominated from the Board of Trustees. However, if there are any confidential sections of meetings, where staff are not present, the Chair will nominate an honorary secretary to minute that section of the meeting.

The secretarial roles are currently carried out by paid employees at Intel Trust. Intel Trust staff provide a secretarial role to the Board of Trustees as detailed:

Company Secretary

This role is currently carried out by the Business Manager. The company secretary's role is to make sure the charity complies with company and charity law. The company secretary is responsible for producing, submitting, and storing legal documents on behalf of the Board of Trustees.

Board Secretary

This role is currently carried out by the Administration Assistant. The Board secretary is responsible for organising and minuting board meetings, collating and uploading meeting agendas and board papers one week prior to all board meetings.

Main duties of the Company Secretary

- To keep a secure up-to-date list of names, addresses and telephone numbers of all Trustees for timescales detailed in the Constitution.
- To keep accurate records of the organisation's records and activities
- Oversee and supervise the writing of accurate minutes for Trustee approval.
- Filing all board correspondence received and sent, for timescales detailed in the Constitution.
- Filing reports received and made.
- Keeping a record of any of the organisation's publications, i.e., leaflets and newsletters
- Ensure quorum is met for meetings.
- Have knowledge or experience of board and committee procedures.