

Sample job description: board members

Primary responsibilities:

- Have the legal responsibility to ensure that the assets held on trust are applied to the charitable objectives.
- Ensure the solvency of the organisation and its financial health.
- Be collectively responsible for the success of [the organisation], for setting the strategic aims of [the organisation], ensuring that necessary resources are in place to meet its objectives and monitoring performance.
- Define the values and standards of [the organisation], including the mission statement and programming/exhibition policy.
Once the board has agreed on strategy and policies, it will defer responsibility for execution to the executive and will assume a monitoring and supporting role.
- Scrutinise the performance of management in meeting agreed goals and objectives and ensures that [the organisation's] controls and systems of reporting are robust.
- Appoint and appraise the person leading the organisation (Director/CEO/Artistic Director).

Secondary responsibilities of board:

- Ensure transparency and accountability in [the organisation's] activities being mindful of the support from public funds
- Review and approve the risk management policy once a year to ensure that it reflects changes inside and outside the organisation.
- Review and approve the business plan once a year
- Review and approve the programme proposed by the director.
- Confirm the appointment of senior staff selected by the director (this responsibility may be exercised by the chair on behalf of the board).