



Board

roles and responsibilities

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Authors: Board Working Party

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1.0	Approved	Board review	June 2019
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This role description has been developed to promote the Cwmpas' vision and values.

It underpins Cwmpas' Rules, the Board Code of Conduct, and the Schedule of Delegated Authority.

Role of the board member (Director)

Main purpose

- Lead the way in ensuring that Cwmpas' purpose, mission, and values are put into practice.
- Champion Cwmpas and its co-operative status
- Co-operate in determining Cwmpas' strategic direction, policies, and standards.
- Monitor performance against agreed targets and trends through regular critical appraisal of financial, performance and other relevant information
- Hold management and staff to account by constructively challenging proposals and scrutinising plans for improvement to performance and new activities.
- Support the Chief Executive and Cwmpas staff in the delivery of the strategy and annual operational plan.

Main duties and responsibilities

1. Prepare for and attend Board and committee meetings, sub-groups or working parties and constructively challenge information and each other, participate in discussions and decision making, share collective responsibility for and support Board decisions.

2. Commit to attend at least 80% of Board and committees' meetings (if appointed to a committee).
3. Read and consider papers in advance of meetings, and prepare in advance for meetings, seeking additional information if required.
4. Attend learning, development, and training sessions individually or collectively to ensure the ongoing learning and development of the Board including induction (for new members).
5. Prepare for and attend away day events/sessions, training, conferences, and seminars as appropriate and provide feedback to the whole Board when required.
6. Prepare for and participate in Board/governance reviews and appraisal – individual and collective.
7. Champion Cwmpas' best interests and observe its legal responsibilities in all decision making.
8. Seek specialist advice where this is felt necessary for the Board to take an informed decision.
9. Maintain an understanding of the activities of Cwmpas and the environment in which it works through reading relevant material, discussions with stakeholders, attending relevant events, etc.
10. Develop and maintain good working relationships with Board colleagues, the Chief Executive, Senior Leadership Team, and stakeholders
11. Champion a particular theme or issue individually and jointly with other Board members as appropriate
12. Uphold Cwmpas' values and reputation.
13. Comply with Cwmpas' Rules, Code of Conduct, Schedule of Delegated Authority and any legal duties and responsibilities.
14. Declare all relevant conflicts of interest.
15. Represent Cwmpas where agreed.