## The Role of the Board of Directors

The Board of Directors is collectively responsible for the governance and strategic direction of Family Journeys, which is a small charitable organisation and company limited by guarantee.

The Board provides important functions for the organisation:

* Ensuring we meet the obligations of trustees and Directors expected by OSCR and Companies House and the terms of our Memorandum and Articles of Association;
* Fulfilling our obligations within the terms and conditions of grants and donations;
* Providing oversight of our financial health and good practice;
* Being ultimately responsible as an employer of the paid staff team and volunteers;
* To appoint the CEO and ensure positive accountability for the organisation’s leadership and management;
* Providing overall leadership and helping our organisation to operate to a high standard, with openness, accountability; integrity and courage to achieve our objectives in a challenging climate for the third sector.

## Responsibilities of Directors

* To conduct yourself in ways which reflect the values of our organisation;
* To promote and protect the standing and reputation of Family Journeys;
* To declare any conflict of interest in any decision making;
* To attend the minimum required meetings of the Board of Directors (quarterly). There is potential for meetings to continue to be held online, for which Directors use their own IT equipment and skills to use online meetings tools is required.

**Appointment to the Board**

* Prospective Directors apply to the Board in writing, providing their CV and a letter outlining their skills, experience and interest in the role.
* The Chair and one other Board member will review applications and invite potential Board members to an interview, which will also include an introduction to the CEO and (restrictions permitting) our organisation’s premises and services.
* Preferred candidates will then be formally nominated to the Board of Directors for appointment.
* To be appointed, a Director must become a member of the organisation.
* Appointments are for a maximum of 7 years. Appointment is renewed annually at the Annual General Meeting.

## Treasurer role

The Treasurer is an office bearer on our Board of Directors and carries some additional responsibilities to ensure our financial accountability and sustainability:

* Lead the Finance Sub Committee (with two other Directors);
* Provide ad hoc support to the CEO for financial decisions delegated to the Treasurer/CEO (e.g. procurement decisions above a threshold);
* Provide advice to the Board (or Chair) on financial matters, in collaboration with other Finance Sub Committee members;
* Review budgets, management accounts and cash flow forecasts on a regular basis;
* Liaise on a regular basis with the CEO and Finance Officer;
* Support the organisation to find efficient solutions to routine finance tasks and smart solutions to our accountability to donors and funders;
* Liaise with our External Examiner during the period of developing our annual accounts, on behalf of the Board;
* Make recommendations to the Board concerning annual budgets and the formal approval of end of year accounts.

## Person Specification

* Relevant professional experience in the fields of financial management or accountancy;
* Understanding of the third sector;
* Previous experience of financial oversight in a multi-funder, multi-service environment;
* Awareness of risk and factors influencing our organisation’s sustainability;
* Be oriented towards teamwork and collaboration to ensure Board discussions, decisions and support for staff implementation are carried out constructively;
* Respect the confidentiality of the Board and management discussions.
* We are keen to welcome Board members from a wide range of backgrounds and would like our Board to reflect the diversity of age, race, culture, sexuality, disability, faith and gender.