



The Board's Role and Purpose

1. Set and maintain vision, mission and values

2. Develop strategy

The Board is responsible for establishing the essential purpose or mission of the Pinn Medical Centre Patients' Association (PMCPA). It is also responsible for guarding its vision and values. Together, the charity's Board and the PMC develop long-term strategy. Meeting agendas reflect the key points of the strategy to keep the association on track.

3. Establish and monitor policies

The Board creates policies to govern organisational activity. These cover:

- Guidance for Members
- Systems for reporting and monitoring to the Charity Commission
- An ethical framework for everyone connected with the Association
- Conduct of Trustees and Board business

4. Set up recruitment procedures

The Board creates comprehensive, fair and legal personnel policies. These protect the organisation and those who work for it, albeit in a voluntary capacity. They cover:

- Recruitment
- Support/Induction • Remuneration
- Conduct

5. Ensure compliance with the governing document

The Constitution is the governing document for the Association. The Board makes sure it is followed. In particular, the Association's activities must comply with its charitable objectives.

6. Ensure accountability

The Board should ensure that the Association is accountable as required by law to:

- The Charity Commission
- HM Revenue and Customs

The Board also needs to make certain that the Association is accountable to donors, beneficiaries, volunteers, and the general Membership. This means publishing annual reports and accounts and communicating these effectively.

7. Ensure compliance with the law

The Board is responsible for making sure that all the Association's activities are legal.

8. Maintain proper fiscal oversight

The Board is responsible for effectively managing the Association's resources so it can meet its charitable objects. It:

- Secures sufficient resources to fulfil the mission
- Monitors spending
- Approves the annual financial statement and budget
- Provides insurance to protect the organisation and its Members from liability
- Seeks to minimise risk
- Participates in fundraising
- Ensures legal compliance

9. Maintain effective Board performance

The Board keeps its own house in order. It takes steps to establish:

- Productive meetings
- High standards of Trustee conduct
- Effective committees with adequate resources
- Development activities
- Recruitment and induction processes

10. Promote the Association

Through its own behaviour, governance oversight and activities on behalf of the Association the Board enhances and protects the reputation of its organisation. Board members are good ambassadors for the Association.

Adapted from NCVO document November 2015