IME Board Members – Job Description

A member of the IME Board of Trustees will be expected to perform a number of tasks including:

Legal Requirement

1. Ensure that the charity pursues its objectives as set out in the governing document
2. Read and understand the constitution/governing document
3. Act at all times in the interest of the beneficiaries
4. Understand the legal responsibilities of the Board of Trustees
5. Ensure the charity acts within the law; as an employer, in respect of equal opportunities, meeting health and safety requirements, as a charity, and so on
6. Ensure that all money and assets are prudently managed and used in pursuit of the objectives of the charity
7. Make sure that money is spent on the purposes for which it was given
8. Ensure that the organisation accounts for its activities to its funders, the Charity Commissioners, its beneficiaries and others as required
9. Work jointly with other trustees
10. Ensure that the charity manages its affairs reasonably and properly
11. Work in the interest of the charity, and not for personal gain.
12. Ensure that the Board of Trustees takes proper professional advice on matters in which it does not have competence.

Other Duties

Vision & Direction

1. Understand and be committed to the vision, mission, and values of the charity and ensure that the charity pursues its strategies to deliver against the vision and mission.

Financial Duties

1. Read and understand the financial information provided about the charity and ensure that the finances are sound and properly managed.
2. Ensure that resources are used efficiently and economically

As an Employer

1. Ensure that the charity is a good employer of its paid and voluntary staff
2. Where paid staff are employed, appoint the CEO
3. Supervise and support the CEO

Evaluation

1. Monitor and evaluate the work of the charity on a regular basis

Insurance

1. Make sure that the organisation is properly insured against all reasonable liabilities

Assets

1. Make sure that any premises and equipment are properly looked after
2. Ensure that investments and cash balances are managed properly

Effectiveness

1. Work with the other members of the board to form an effective governing body for the charity
2. Attend meetings and read papers in advance of the meetings
3. Attend sub-committee meetings as appropriate
4. Participate in other tasks as they arise from time to time
5. Stay informed about the activities of the charity and wider issues, which affect its work