



Board Roles & Responsibilities

1. Set And Maintain Aspire Ryde's Vision, Mission and Values.

2. Develop A Strategy.

The Trustee Board is responsible for establishing the essential mission and the vision of value of Aspire Ryde. They are also responsible for guarding its vision and values. Together the board and CEO/Project Leader develop long term strategy. Meeting agendas reflect the key points of the strategy to keep the organisation on track.

3. Establish And Monitor Policies.

The trustee board creates policies to govern organisational activity.

These cover:

- Guidance for staff and volunteers.
- Systems for reporting and monitoring,
- An ethical framework for everyone connected with the organisation
- Conduct of Trustees and board business

4. Set Up Employment And Recruitment Procedures

The Aspire Ryde Board of Trustees create comprehensive, fair and legal policies. These protect the organisation and those who work and volunteer for it.

- Recruitment of staff and volunteers
- Support
- Appraisal
- Remuneration
- Discipline

5. Ensure Compliance With Governing Document.

The governing document is the rulebook for Aspire Ryde. The board makes sure it is followed. In particular, the organisations activities must comply with its charitable objectives.

6. Ensure accountability.

The board should ensure that the organisation is accountable by law to:

- The Charity Commission
- Her Majesty's Revenue and Custom
- Church of England

The board also needs to make certain that the organisation is accountable to donors, beneficiaries, staff, volunteers and the general public. This means publishing annual reports and accounts and communicating effectively.

7. Ensure Compliance With The Law.

The board is responsible for making sure that all organisation activities are legal.

8. Maintain Proper Fiscal Oversight

The board is responsible for effectively managing the organisation's resources so it can meet its charitable objectives. It

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

9. Select, Manage And Support The Project Leader/CEO

The board creates policy covering the employment of the Project Leader/CEO. It selects and supports the Project Leader/CEO and reviews his or her performance

10. Respect The Role Of Staff And Volunteers

The board recognises and respects the domain of staff and volunteer responsibility. At the same time, it creates policy to guide staff and volunteer activities and to safeguard the interests of the organisation.

11. Maintain Effective Board Performance

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

- Productive meetings
- High standard of trustee conduct
- Development activities
- Recruitment and induction process
- Regular performance reviews
- Partnership with consultants where necessary

12. Promote The Organisation

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

