

Planning Aid Wales

Role of the Management Board and individual Directors

The key roles of the Board are adopted from the Wales Council for Voluntary Action's '*Good Governance: A code for the voluntary and community sector*' (October 2006). They are:

- To ensure compliance with the objects, purposes and values of the organisation, and with its governing documents;
- To set or approve policies, plans and budgets to achieve those objectives, and monitor performance against them;
- To ensure the solvency, financial strength, good performance and regulatory compliance of the organisation;
- To deal with the appointment (and if necessary the dismissal) of the organisation's Chief Executive;
- To set and maintain a framework of delegation and internal control; and
- To agree and ratify all policies and decisions on matters which might create material risk to the organisation, financial or otherwise.

Directors are expected to attend Board meetings and to contribute between meetings to a series of working groups that are supported by staff inputs. The Board currently meets four times a year, alternating between face-to-face and video-conference meetings. There is an expectation that Directors commit themselves to spending an average twenty hours on Planning Aid Wales business over a three month period. This includes preparation for and attendance at Board meetings, and making input to working group activity.

Applicants to join the Board of Directors will be requested to declare that they are eligible to be a charity trustee. Please note that the following people are not eligible to become members of the Board of Planning Aid Wales:

- Anyone who has been convicted of an offence involving deception or dishonesty unless the conviction is spent;
- Anyone who is an undischarged bankrupt, or is the subject of a bankruptcy restriction order or bankruptcy restriction undertaking;
- Anyone who has made a composition or arrangement with or granted a trust deed for, his or her creditors and has not been discharged in respect of it;
- Anyone who has previously been removed from trusteeship of a charity by the court or the Commissioners;

- Anyone who is under a disqualification order under the Company Directors Disqualification Act 1986 or is the subject of a disqualification undertaking.

Further information on the roles and duties of Board members can be found in the Wales Council for Voluntary Action document referred to above (available from the publications section of the WCVA website at www.wcva.org.uk)

A Directors' Pack is available on joining the Board that provides information on Planning Aid Wales's policies and procedures.