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##### ROLE DESCRIPTION

# OVERALL PURPOSE

The role of the Board Members is to contribute to the effective governance of Victim Support NI in promoting the aims/objectives of VSNI.

# PURPOSE OF THE BOARD

The purpose of the Board is to provide the overall governance and leadership for Victim Support NI around an agreed vision, mission and values and ensure the organisation fulfils its financial and legal responsibilities and promotes best practice.

**MAIN RESPONSIBILITIES OF THE BOARD**

**GOVERNANCE**

The Board will ensure that Victim Support NI is effectively and accountably governed.

**PLANNING**

The Board will ensure Victim Support NI has a clear sense of direction which is effectively articulated in agreed strategic and operational plans which are effectively implemented and regularly reviewed.

**SERVICES**

The Board will ensure Victim Support NI provides high quality services that meet the needs and expectations of service-users.

**FINANCIAL**

The Board will ensure that Victim Support NI’s resources are managed prudently and accountably in achieving the aims and objectives of the organisation.

**INCOME GENERATION**

The Board will ensure Victim Support NI generates sufficient income to achieve its aims and objectives.

**HUMAN RESOURCES**

The Board will ensure Victim Support NI fulfils its responsibilities as a good employer of staff and volunteers.

**HEALTH & SAFETY**

The Board will ensure that Victim Support NI fulfils its responsibilities for the safety, health and welfare of service-users, volunteers, staff and visitors.

**INTERNAL & EXTERNAL COMMUNICATIONS**

The Board will ensure there are good relationships between the Board and staff and volunteers and between VSNI and other relevant agencies.

# SPECIFIC RESPONSIBILITIES OF BOARD MEMBERS

# Board Members are required to read all papers circulated in advance of the relevant meetings.

# Put forward items of the agenda in advance of meetings.

# Regularly attend and positively participate in all meetings of the Board.

# Board Members should keep to the agenda during meetings.

# Contribute to Board meetings through the Chair.

# Contribute to fully informed decisions by being aware of the work of VSNI, and seek clarification as necessary.

# Bring to the Board, a broad perspective on the organisation as a whole and avoid promoting sectional interests.

# Declare any potential conflicts of interests and do not be present for any discussion where you may have such a conflict of interest.

# Follow and accept the direction and authority of the Chair, concerning the process of the meeting.

# Apologise in advance if absence is unavoidable

# Accept collective responsibility for the decisions of the Board.

# Within the constraints of openness & accountability, maintain the confidentiality of items designated as confidential by the Chair and the contribution of individuals to Board meetings.

**COLLECTIVE REPONSIBILITIES OF BOARD MEMBERS**

Please note that individual Board members do not have any authority in relation to VSNI outside the collective authority of the Board, unless specific authority is delegated by the Board.

OFFICE-BEARERS

* The Board Members will consider who would best fills office-bearer roles and will contribute positively to the election of office-bearers.

COMMITTEES, SUB-COMMITTEES & WORKING GROUPS

* Board members are expected to actively participate in appropriate committees, sub-committees and working groups.

STRATEGY

* Promote the mission, vision & values of Victim Support NI.
* Contribute to the drawing up and monitoring of strategic and operational plans.

INFORMATION & TRAINING NEEDS

* Identify own training and information needs as a member of the Board and participate in appropriate training and/or development activities.

RELATIONS WITH STAFF, VOLUNTEERS AND SERVICE-USERS

* Board members are encouraged to maintain appropriate relations with staff and volunteers, in accordance with the code of practice and organisational policy and procedures.

HEALTH & SAFETY

* Take reasonable care for the health & safety of yourself and others.
* Co-operate with Victim Support NI in complying with relevant health & safety requirements. He/she should not interfere with or misuse anything provided in the interests of health & safety.
* Identify and report potential hazards.

GENERAL

* Exercise individual skills to the benefit of the Board’s work.
* Board Members should reflect the ethos/core principles of the organisation in your dealings at Board level.
* Board Members will act in accordance with the Code of Practice.

TIME COMMITMENT:

* Board Members are expected to attend all board meetings and one sub-committee group.
* All Board Meetings – these take place on a quarterly basis, on a Thursday evening from 5pm – 7pm
* One Sub-Committee Group - Board members are expected to participate in either our FARR Committee (Finance , Audit, Risk and Remuneration) or GPC (General purposes Committee). These take place on a quarterly basis also, on a Tuesday evening from 5pm – 7pm