

Chair: roles and responsibilities

Some of the duties below may be delegated to individual board members. The Chair should ensure that delegations are made only to those with appropriate skills, and is managed effectively.

- To provide leadership for the Board and ensure that it fulfils its responsibilities for the governance of CCB.
- To chair meetings of the board; see that it functions effectively and carries out its duties.
- To work in partnership with the manager in achieving CCB's mission and review annually
- To ensure that the board develops a long-term strategy for CCB, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- to make recommendations on the composition of the board, in consultation with the manager, in order to recruit board members with specific/relevant expertise.
- To ensure that the board reviews its structure, role, relationship to staff, members and the general public, implements agreed changes as required and is fully compliant with relevant regulations
- To monitor progress of the business plan.

Person specification: The chair should demonstrate

- Commitment to the principles of community business.
- Leadership skills
- Strategic vision.

- Ability and willingness to act as an advocate and ambassador for CCB
- Ability to think creatively and independently.
- Experience of committee work.
- Impartiality, fairness and the ability to respect confidences.

Vice Chair: roles and responsibilities

- To provide assistant leadership to enable the Chairperson, the Board and CCB to meet the organisations aims and objectives.
- To act as deputy to the chair, taking the Chair's role when the Chair is absent.
- To take on specific responsibilities as agree with the Chair and reviewed annually.

Secretary: roles and responsibilities

Some of the duties below may be delegated to individual board members. The Chair should ensure that delegations are made only to those with appropriate skills, and is managed effectively.

- With principle responsibility to oversee that the organisation complies with company law.
- To support the manager regarding all legal and organisational documents.
- To ensure minutes are taken at Board meetings and ensure they are circulated promptly and stored appropriately.
- To work with the manager to plan the AGM and to make sure the necessary paperwork is circulated to CCB share holders and board members in advance of the meeting.
- With principle responsibility to ensure policies and procedures are in place.
- To maintain up-to-date information of shareholders.

CCB Treasurer: roles and responsibilities

Some of the duties below may be delegated to individual board members. The Chair should ensure that delegations are made only to those with appropriate skills, and is managed effectively.

- To ensure that CCB's financial dealings are prudently and systematically accounted for, including reviewing and updating the bookkeeping process as required.
- To present financial reports to the Board in a format that helps the Board understand CCB's financial position and advise the Board on how to carry out its financial responsibilities.
- With principle responsibility to oversee that the financial resources of CCB meet its present and future needs.
- To keep CCB's compliance with financial legislation under regular review.
- To ensure equipment and assets are adequately insured and maintained.

Board Members – roles and responsibilities

- To attend CCB board meetings and play a supportive role in the development of the business.
- To contribute as appropriate to the development of the strategic direction of CCB.
- To assist the Chair in overseeing that appropriate resources (personnel, financial, material) are secured with which to achieve agreed goals.
- To promote CCB to a wider audience of potential donors and beneficiaries, supporters and partners.
- To act in the best interests of CCB and where this is not possible to declare conflicts of interest.
- To protect confidentiality of all information entrusted to them.

- To work with the manager in advertising, interviewing and selecting staff when required.

Board Members – person specifications

- Commitment to CCB.
- Knowledge of the type of work undertaken by CCB
- Understanding of the legal duties, responsibilities and liabilities of CCB.
- Ability to work effectively both independently and as a member of a team to deliver our organisational purpose.
- Good communication and interpersonal skills
- Willingness to devote the necessary time and effort to ensure the success of the organisation.