

## **MCDC/MCTC Volunteer Directors Roles and Responsibilities**

Board of Directors is responsible for directing the activities of MCDC and MCTC, ensuring it is well run and delivering the outcomes for which it has been set up. The Board provides leadership to the organisation by:

- Setting the strategic direction to guide and direct all activities
- Ensuring the effective management of the organisation and its activities;
- Monitoring the activities of the organisation to ensure they are in keeping with the Memorandum and Articles, its objects and values.

The Board of Directors plays an important role in MCDC and MCTC as both leaders and decision-makers. Their overall **responsibilities** are summarised below:

### **Vision and Leadership**

Ensures that everything the organisation does supports its vision, purpose and aims as per Memorandum and Articles. The Board of Directors establishes the fundamental values, the ethical principles and strategic direction in which the organisation operates.

### **Accountability**

Accounts for everything the organisation does including: its spending, activities, and monitor/evaluate all areas of performance. As the Board of Directors is in place to manage the resources and activities of the organisation on behalf of its members, supporters and other stake holders, their management needs to be both effective and transparent. It is important that the Board are able to demonstrate their accountability through ensuring that appropriate systems and procedures are in place.

### **Keeping it Legal**

The Board of Directors has an obligation to ensure compliance with all relevant legal and regulatory requirements and seek guidance around any uncertainties. Everything the Board does must also be in line with its Memorandum and Articles of Association.

### **Financial Oversight**

Ensure that all money, property and resources are properly used, managed and accounted for. In order to be accountable, suitable systems must be in place and kept up to date.

### **Managing Staff and Volunteers**

The Board of Directors must ensure that appropriate policies and procedures are in place for staff and for volunteers, and that both are properly managed and supported.

## **Responsibilities of Individual Committee Members**

While the Board of Directors as a whole is responsible collectively for decisions made, it is important to be aware of the individual responsibilities and duties of Board members. Outlined below are the duties for Directors (Company Limited by Guarantee) and Charity Trustees as MDCD is both a company limited by guarantee and a charity while MCTC is a company limited by guarantee only.

### **Directors Duties taken from the Companies Act**

- Duty to act within powers (as set out in Memorandum and Articles);
- Duty to promote the success of the company;
- Duty to exercise independent judgement;
- Duty to exercise reasonable care, skill and diligence;
- Duty to avoid conflict of interest;
- Duty to not accept benefits from third parties;
- Duty to declare interest in proposed transaction or arrangements.

### **Charity Trustees Duties taken from Trust and Charity Law**

A charity trustee must:

- act in the interests of the charity
- seek, in good faith, to ensure that the charity operates in a manner that is consistent with its objects or purposes
- act with the care and diligence that it is reasonable to expect of a person who is managing the affairs of another person
- ensure that the charity complies with the provisions of this Act, and other relevant legislation

***It requires commitment and dedication to be a Board member, but it is also the perfect opportunity to share your existing skills and develop new ones while helping to make a significant difference to the local community.***