

## **One East Midlands Board Member Role and Requirements, Job Description and Person Specification.**

### **1. Board Member Role and Requirements**

One East Midlands (One EM) is a registered charity and company limited by guarantee.

The Board of Trustees has overall responsibility for the management and operation of the organisation, ensuring the organisation acts legally and within its own governance requirements.

The One EM Board meets bi-monthly, for about 2 hours, usually during the working day and in locations around the East Midlands region. One EM Board Members are expected to attend this meeting and so must be available to do so. The location of full Board meetings is flexible.

Bi-monthly Cabinet meetings take place on alternate months from the Board meeting. The Cabinet consists of the Chair, Vice Chair and Treasurer.

In addition to attending Board meetings, One EM Board members are expected to attend the AGM and at least 1 or 2 other One EM events during the year, where applicable. One EM Board members are also likely to be involved in ad hoc working and advisory groups and may be asked to represent One EM at some public occasions and events. Travel expenses are paid.

The primary objectives of the One EM Board are to:

- a. to encourage and support those working on behalf of One EM in pursuit of the One EM's vision, mission, values and strategic objectives;
- b. to work as a team and take collective responsibility for the oversight of One EM: to lead by example in setting the values and culture of One EM; to show trust and respect in the organisation, its staff and stakeholders; to work in a transparent and timely way; and ensure that One EM decision-making process is simple, effective and accountable to One EM stakeholders;
- c. to work at a strategic level to set the direction of One EM;
- d. to empower the One EM staff team (if applicable) to operate the business;

- e. to represent One EM publicly and make time to develop, and make the most of, partnership and strategic relationships which will support One EM and its stakeholders;
- f. to undertake self and group assessment to ensure that the One EM Board is operating effectively and accountably;
- g. to monitor and measure One EM's progress in pursuit of its vision, mission, values and strategic objectives.

You can view our vision, mission, values and strategic objectives by following the link below:

[https://www.oneeastmidlands.org.uk/business\\_plan\\_2013\\_16](https://www.oneeastmidlands.org.uk/business_plan_2013_16)

## **2. One EM Board Member Job Description**

- a. to agree One EM's vision, mission and values;
- b. to agree One EM's annual business plan;
- c. to agree One EM's annual budget;
- d. to monitor and review One EM's performance;
- e. to agree One EM's policies and protocols;
- f. to maintain sufficient contact with One EM through attendance of Board meetings (a minimum of 50%), other meetings as agreed with the Board and interaction with the staff team (where applicable) to be able to be an effective Board Member;
- g. to ensure that One EM complies with all legislative and regulatory requirements and complies with its Memorandum of Association and Articles of Association;
- h. to ensure that One EM complies with key requirements of funding and service delivery contracts;
- i. to ensure that One EM is a learning organisation and shares its learning with key stakeholders;
- j. to ensure that One EM uses good practice in the employment of its staff;
- k. to appoint the Chair, Chief Executive (if applicable) and ensure that they are properly supported;
- l. to undertake work that Board may from time to time delegate to members;
- m. to ensure that people working on behalf of the organisation are appraised on a regular basis;
- n. to work collectively and support the Board's collective decisions;
- o. to ensure that new directors are nominated, appointed and inducted as is required;
- p. to ensure that One EM is able to work effectively with the full diversity of communities of the East Midlands;
- q. to ensure that One EM is accountable to, and works in the best interest of, the organisations, communities and groups it represents.

### **3. One EM Board Member Person Specification**

The following general attributes are required of all One EM Board Members:

- a. Board Members must be able to commit time to One EM and attend more than 50% of Board meetings in a year;
- b. Board Members must be supportive of the Voluntary and Community and wider Third Sector and demonstrate a desire to promote and develop the sectors;
- c. Board Members must be supportive of the role and aims of One EM and demonstrate a desire to develop and promote it;
- d. Board Members must be good communicators and be able to promote and advocate for One EM with key stakeholders;
- e. Board Members must have experience of managing an organisation;
- f. Board Members must have experience of developing organisational strategy in a multi-stakeholder environment;
- g. Board Members must be committed to the development of strategies, policies and procedures which are inclusive and transparent and which reflect the full diversity and needs of people living in the East Midlands;
- h. Board Members must have experience of working in a team and supporting team members to agree and achieve shared objectives;
- i. Board members must have experience of reviewing and evaluating performance to ensure organisational effectiveness.

In addition to the general attributes listed above, which apply to all One EM Board Members, we wish to see the following, more specific attributes represented on the Board:

- a. Experience of business planning and development;
- b. Experience of financial and human resources management;
- c. Experience of performance management;
- d. Experience of managing an infrastructure organisation;
- e. Experience of promoting equality and diversity.