

The Bradford Police Museum

Board Member Duties & Requirements

The duties of a Board Member are:

- To ensure the organisation pursues its stated vision and purpose, objectives and priorities as outlined in its Forward Plan,
- To ensure that the organisation complies with its governing documents (i.e. its trust deed, constitution or memorandum and articles of association), charity law, company law and any other relevant legislation or regulations. (i.e. the charity must not spend money on activities that are not included in its own objectives, however worthwhile or charitable those objects are) for the benefit of the public.
- To ensure that the organisation complies with the license to operate and the Service Level Agreement with Bradford City Council.
- To ensure the Museum applies its resources exclusively in pursuance of its charitable objectives
- To ensure the organisation defines its goals and evaluates its performance against targets.
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation including having appropriate policies and procedures in place.
- To ensure the financial stability of the organisation.
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
- If the charity employs staff, to follow proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of employees.
- In addition to the above statutory duties, each trustee should use any specific skills, knowledge, or experience they have to help the board of trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing guidance on new initiatives, or other issues in which the trustee has special expertise.

Board Member Person Specification:

- A commitment to the organisation.
- A willingness to devote the necessary time and effort.
- Strategic vision.
- Actively understands and pursues all equality and diversity requirements.
- Good, independent judgment.
- An ability to think creatively.
- A willingness to speak their mind.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- An ability to work effectively as a team.
- Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Sitting on appraisal, recruitment and disciplinary panels as appropriate.