

# Board of Directors – Role description

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| Role title | **Director / Trustee** |
| Accountable to | Chairperson and Board of Directors |
| Term of Office | Elected Directors – Three years (subject to any requirement re annual rotation of Board members)  Appointed Directors – up to three years |
| Role purpose | Together with fellow Directors/Trustees to be responsible for developing DW’s policy and work; managing the organisation including its money and people; and serving the best interests of DW at all times |
| Commitment | To regularly attend Board meetings and participate in discussion and decision making; to read papers in advance of the meetings; to attend and participate in Board Induction and other Training as required; to participate in Annual Appraisal and personal development interviews with the Chairperson |

# Main Responsibilities

# Developing DW’s Policy and Work

* Develop and implement Disability Wales policy
* Give strategic direction to the organisation including its staff; defining goals, setting targets and evaluating performance
* Promote and safeguard the good name and values of the organisation.

# Managing People and Money

* ensure the effective and efficient administration of the organisation
* ensure the financial stability of Disability Wales
* manage Disability Wales property and resources
* ensure proper investment of Disability Wales funds
* employ and ensure effective management of Disability Wales staff in line with legal requirements

# Legal responsibilities

* ensure that Disability Wales complies with its governing documents, charity law, company law and any other relevant legislation or regulations
* ensure that Disability Wales pursues its charitable objects
* ensure that Disability Wales applies its resources exclusively in pursuit of its objects

# Promoting Disability Wales

* Promoting DW’s aims, objectives and values amongst members and stakeholders
* Supporting the Chief Executive in representing DW at external events and meetings
* Promoting and encouraging good relations between DW and its members and stakeholders

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| **Board Members must act in the interests of Disability Wales membership as a whole.** They are **not** appointed to represent any single organisation or sector. Directors are obliged by Charity Law, Company Law and all other relevant legislation and regulations to put the interests of Disability Wales first in all Board decisions and to declare any conflict of interest. |

# Person Specification for all Directors

# Essential Criteria

**All Directors of Disability Wales must be disabled people**

# Directors should know about:

* Disability equality issues
* the Disabled Peoples’ Movement in Wales
* the Social, political and economic issues of Wales and how these affect disabled people

# Directors should value, promote and practice:

* Commitment to Disability Wales
* the Social Model of Disability
* principles of empowerment of disabled people
* the principle that disabled people should control their own organisations
* The role of non-disabled people as allies in the organisation and elsewhere
* The expertise and experience of disabled people
* Equality, Diversity and Human Rights
* Strategic vision for Disability Wales
* Impartiality, fairness and confidentiality (see Appendix 1: the Nolan Principles)

# Directors should have experience of:

* Being a Trustee/ Director of a local or national organisation
* The Public, Business or Voluntary Sector
* Thinking and working strategically
* Policy development

# Desirable Criteria

And **one** or more of the following:

* Financial Management, Business Development and/or Income Generation
* Human Resource management
* Lobbying and campaigning
* Media and Marketing
* Public Sector Procurement
* Environmental issues and sustainable development
* Welsh Language and Culture
* Public or Commercial Law
* Lived experience of or demonstrable active allyship with another protected characteristic

# What support can I expect from DW to carry out my duties?

1. Induction and development – Directors are required to attend the annual induction/refresher programme covering the following issues**:**
   * the roles and responsibilities of Charity Trustees and Company Directors
   * disability equality issues – the Social Model of Disability and related concepts
   * the Disabled People’s Movement in Wales
   * DW's aims, objectives and procedures
   * Disability Wales and its members
   * Equality, Diversity and Human Rights
   * Sustainability

# Where appropriate, Directors will have the opportunity to attend development seminars on issues including:

* + finance and funding
  + employment issues and team management
  + media and PR issues
  + strategic and project planning
  + committee skills

### **1. Information**

All Directors will be provided with a comprehensive Directors’ Information File in an appropriate format.

### **2. Personal Development Interviews**

All Directors are required to participate in an annual one-to-one meeting with the Chairperson to discuss their attendance and progress over the last year and identify any further support or learning needs they may require.

### **3. Payment of authorised expenses**

As part of DW's Equal Opportunities policy it reimburses out of pocket expenses as per agreed Expenses Policy.

### **4. Code of conduct**

To guide you in your duties DW has a Code of Conduct for Directors, which all Directors must sign on appointment.

### **5. Access requirements**

DW strives to ensure that all its activities are fully accessible and aims to accommodate all individual access requirements including with physical access, transport, communication, information, dietary needs and personal assistance.

### **6. Equality and Diversity**

DW strives to ensure that its activities are open to all within the community of disabled people and aims to accommodate requirements including childcare and religious observance

### **7. Time commitment**

* 6 Board meetings a year, usually from 10.30 am – 1.00 pm
* Occasional Task and Finish Groups/Recruitment Panels (3 – 4 meetings)
* Time necessary to read and work on Board/Committee papers
* Training and induction - approximately 2 days per annum
* Strategic Reviews (1 day per year)
* 1 x AGM and Annual Conference per year and conference, when applicable

**Total:** approximately 12 days per annum

DW Meetings are currently being held on a hybrid basis, using the online facilities at Spark, Cardiff

### **8. Legal Requirements**

Please note that under company law, an individual may not be appointed or elected as a Director if they:

* have been disqualified from acting as a company director
* are an undischarged bankrupt
* are under the age of 16

If you have any concerns regarding your eligibility to become a Director, please contact the Chief Executive at Disability Wales in confidence to discuss it further

### **9. Further Information**

Where can I find out more about Disability Wales?

Website: www.disabilitywales.org

By emailing us [info@disabilitywales.org](mailto:info@disabilitywales.org)

Or telephoning the DW Office 029 2088 7325

**If you wish we can put you in contact with a Board Director for an informal discussion about the roles and responsibilities of being a Board Member.**

# Appendix 1

# THE SEVEN PRINCIPLES OF PUBLIC LIFE

**“The Nolan Principles”**

# Selflessness

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

# Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

# Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

# Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

# Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

# Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

# Leadership

Holders of public office should promote and support these principles by leadership and example.