



Roles and Responsibilities of Board Members

Newington Nursery is registered as a Scottish Charitable Incorporated Organisation (SCIO). The Board members are the trustees of the charity and bear equal responsibility for the decisions made. The purpose of the charity and rules of governance are set out in the constitution.

The Board (also called management committee) oversee and guide the direction of the organisation, make important strategic decisions and support staff and volunteers. The day to day work of the organisation is delivered and carried out by the Nursery Manager and other staff.

The constitution outlines that at a minimum the Board must comprise of 3 members filling the roles of Chairperson, Treasurer and Secretary. These positions are reviewed each year with voting taking place at the AGM.

As a guide the responsibilities and duties of those 3 roles are outlined below.

Chairperson:

The Chair has a leadership role. Key duties can include:

- preparing agendas for the meeting in consultation with the staff and other trustees
- ensuring meetings are run efficiently, and discussion and decision-making is democratic and fully participative
- holding the casting vote in the event of a split decision
- ensuring that AGMs and EGMs are carried out according to the governing document.
- The Chair may also represent the organisation at external events and meetings, act as a cheque signatory, and take part in staff recruitment. Many organisations also appoint a Vice-Chair to share the workload and deputise for the Chair.
- Oversees an annual 'Duty of Candour' report, which is published with at the AGM in September.

Treasurer:

All trustees collectively play their part in financial monitoring and decision making. However, the treasurer's primary role is to assist and advise the board in overseeing



the finances. The day to day financial business may be handled by the treasurer or by an arrangement for paid services (eg. staff member/ outsourced) as decided by the board. Some of the tasks can include:

- controlling and accounting for the organisation's finances
- issuing receipts for cash received, keeping records of cash paid out, and being a counter signatory to any major banking transaction
- overseeing bookkeeping
- presenting financial reports, raising issues and answering questions at regular meetings and the AGM
- liaising with the auditors or financial examiners for the annual review of accounts
- ensuring statutory returns are made to any relevant regulators

Secretary:

The Secretary can be responsible for many specific tasks, some of which will be regular practical administrative duties of paid staff in larger organisations. These can include:

- convening meetings and booking rooms
- dealing with correspondence and being a cheque signatory
- preparing agendas for meetings (in consultation with the Chair)
- taking the minutes of meetings and ensuring back-up information is available where required.

All Board Members:

- To attend committee meetings, annual general meetings, emergency general meetings etc.
- To prepare for meetings.
- To express their views.
- To listen and respect others.
- To respect confidentiality.

When there is a change in the Chairperson or a new board member joins, a 'Change of relevant individual' form must be completed and sent to the Care Inspectorate. Forms are found on the website www.scswis.com

Collective responsibilities

Board members are responsible for working with the Nursery Manager to:



Oversee that the correct policies and procedures are in place and that these are regularly reviewed. These include safeguarding, recruitment, volunteers, admissions etc.

All staff take part in annual appraisal.

Ensure there is a robust system to evaluate the nursery's performance. To both identify areas of strength and areas for development. This should include regular feedback from stakeholders, both parents and children.

Responsibilities of Board members as a Charitable Trustee

In a SCIO the charity trustees have limited liability.

The 4 duties of a trustee are:

1. To act in the interests of the charity and put the interests of the charity before any other.
2. To ensure that the organisation operates in a manner consistent with its purposes.
3. To act with due care and diligence
4. To ensure that the organisation complies with the provisions of The Charities and Trustees Investment (Scotland) Act 2005 and other relevant legislation

The Specific duties in regard to charitable status with OSCR are:

- Ensuring charity details are accurate on the register.
- Annual reporting to OSCR.
- Seeking consent or notifying OSCR of changes to a charity.
- Keeping financial records and accounting.
- Controlling fundraising activities.
- Providing information to the public.

The Act also requires all charity trustees to take reasonable steps to ensure that any breach of general or specific duties is corrected by the trustee concerned and not repeated. Any trustee who has been in serious or persistent breach of duty is removed as a trustee.

A document called '**Guidance and good practice for Charity Trustees**' can be found on OSCR's website and is recommended reading for new Board Members.