

SAFE Board Member roles and responsibilities

(a) The role of Board Members of the Stroke Alliance for Europe

The duties of a board member are as follows.

- Ensuring that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
- Ensuring that the organisation complies with its governing document (i.e. its trust deed, constitution or memorandum and articles of association) and relevant legislation or regulations
- Ensuring that the organisation applies its resources exclusively in pursuance of its charitable objects (i.e. the organisation must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
- Ensuring that the organisation defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of the organisation
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
- Ensuring the financial stability of the organisation
- Protecting and managing the property of the organisation and ensuring the proper investment of the organisation's funds
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the director general (if the organisation employs staff)
- Attending SAFE Board meetings and to act on any action points arising in a timely manner. If a member of the Board is frequently absent, he/she will be approached by the President for an explanation.
- Responding to all correspondence received from and on behalf of SAFE in a timely manner (at least weekly).
- Promoting, collecting and disseminating information, thereby enhancing SAFE's image and strategy

In addition to the above duties, each board member should use any specific skills, knowledge or experience they have to help the board reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the board member has special expertise.

Person specification

- A commitment to the organisation
- A willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- 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 member of a team
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.