

Role Description of a LGBT HERO Director

1. Introduction

- 1.1 The primary role of the Health Equality and Rights Organisation (t/a LGBT HERO) Board of Directors is the governance of the charitable Company. This means that it is responsible for all strategic decisions but not operational decisions. Consequently, Directors (not as individuals, but as a Board) have overall responsibility for, and control of, LGBT HERO. As such the Board of Directors is obliged to:
 - 1.1.1 Act as guardian of the organisation's mission, values and assets.
 - 1.1.2 Ensure the probity of LGBT HERO. That is, that LGBT HERO conducts itself with honesty and integrity at all levels.
 - 1.1.3 Ensure that LGBT HERO has a strategic direction and a long-term vision.
 - 1.1.4 Ensure LGBT HERO's vitality and long-term well-being.
- 1.2 The role of individual Directors is to contribute productively to the Board, in particular through skills and knowledge developed as a volunteer or through other areas of life. Consequently, this role description is a role description for all Directors and outlines the minimum expected of all Directors. The role description does not cover any additional tasks that are relevant to individual members of the Board with additional responsibilities (e.g. the Chair or Treasurer).

2. Responsibilities and liabilities of Directors

- 2.1 The role of a Director comes with the following responsibilities:
- 2.2 *Legal responsibilities* – to ensure that LGBT HERO is abiding by its objects and constitution and operating within the constraints of the law.
- 2.3 *Financial responsibilities* – to see that income is only spent on the charitable objectives of the organisation and that moneys and properties are held on trust for current and future users and beneficiaries.
- 2.4 *Strategic responsibilities* – to establish and periodically review LGBT HERO's mission and values and take major policy decisions concerning the overall direction of LGBT HERO.
- 2.5 *Management and employment responsibilities* – to ensure that a Chief Executive is appointed and suitably directed and supported and that all staff and volunteers are appropriately managed or employed and respected according to current employment practices and law.
- 2.6 If Directors act prudently, lawfully and in accordance with LGBT HERO's Memorandum and Articles of Association and policies, then all liabilities they incur as Directors can be met out of LGBT HERO's resources. But if they act otherwise, they may be in breach of trust and personally liable to

meet any call on the charitable company's property arising from their actions, or to make good any loss to the charitable company. Since Directors are acting jointly in administering the charitable company, they will also be responsible jointly to meet any liability incurred by them or on their behalf.

3. Main tasks

- 3.1 To take part in formulating and regularly reviewing the strategic aims of LGBT HERO.
- 3.2 With other Directors, to ensure that the policy and practices of LGBT HERO are in keeping with its objects and mission.
- 3.3 With other Directors, to ensure that the organisation functions within the legal and financial requirements of a charitable organisation and strives to achieve best practice.

4. Main duties

- 4.1 When formulating strategic aims, Directors will:
 - 4.1.1 Consider the organisation as a whole and its beneficiaries, whether as a member of the Board of Directors or any of its committees, sub-committees, groups etc.
 - 4.1.2 Uphold LGBT HERO's vision and principles, strategy and policies at all times.
 - 4.1.3 Contribute any specific skills, interests and contacts and support LGBT HERO in fundraising activities.
 - 4.1.4 Ensure that LGBT HERO has a long term strategy, and contribute actively to the Board's role in giving firm strategic direction, by setting overall policy, defining goals and setting targets, and evaluating performance against agreed targets.
- 4.2 To ensure that policies and practices are in keeping with LGBT HERO's objects and mission, Directors will:
 - 4.2.1 Follow the Director's Code of Conduct at all times, particularly when exercising the functions of the Board of Directors, or any of its committees or sub committees, groups etc.
 - 4.2.2 Ensure that LGBT HERO has all the policies it needs to function productively and that the policies are in line with LGBT HERO's vision and mission, objects, aims, principles and practices.
 - 4.2.3 Attend monthly meetings of the Board of Directors.
 - 4.2.4 Read, digest and respond to proposals and papers prepared for the Board.
 - 4.2.5 Reflect LGBT HERO's policies and the Board of Directors' concerns on all its committees, sub-committees, groups etc.

- 4.2.6 Work to advance and exemplify the consensual, co-operative, democratic working methods of LGBT HERO.
- 4.2.7 Safeguard the good name and values of LGBT HERO.
- 4.3 To ensure best practice, Directors will:
 - 4.3.1 Ensure the financial stability of LGBT HERO, by approving the annual strategy and budget, and ensuring that these are adhered to. This will include a regular review of LGBT HERO's accounts (currently done every other month).
 - 4.3.2 Protect and manage LGBT HERO's property and ensure the proper investment of LGBT HERO's funds.
 - 4.3.3 Be active members of the Board of Directors in exercising its responsibilities and functions.
 - 4.3.4 Ensure that LGBT HERO fulfils its obligations as a charity, company and an employer. This includes the monitoring of outputs (currently done once a quarter) and ensuring adherence to legal obligations.
 - 4.3.5 Appoint LGBT HERO's Chief Executive.
 - 4.3.6 Maintain good relations with senior managerial staff and ensure that LGBT HERO is being effectively managed in line with all its policies and the law.
 - 4.3.7 Participate in an annual Board appraisal process.
 - 4.3.8 Take part in training sessions provided for the benefit of the Board of Directors.
 - 4.3.9 Sit on appraisal, recruitment and disciplinary panels as required.
 - 4.3.10 Fulfil such other duties and assignments as may be required from time to time by the Board of Directors.

5. Dissemination of this role description

- 5.1 This role description will go to:
 - 5.1.1 All new and existing Board members.
 - 5.1.2 All prospective Board members including all LGBT HERO members when a notice of an election to the Board is given.

6. Review of this role description

- 6.1 This role description will be reviewed every four years.
- 6.2 This role description was passed on 08/08/2002.
- 6.3 This role description was reviewed and amended on 23/05/2006.
- 6.4 This role description was reviewed and amended on 05/02/2014.
- 6.5 This role description was updated on 12/11/2014.
- 6.6 This role description was updated on 10/12/2019.