



## **Roles : Board Members and Volunteers**

### **1.1 Chairperson**

The Chairperson is the leader of the Organisation. Good leadership provides a framework that enables all Board Members to take part in discussion and make decisions in the best interests of Just Forests.

The Chairperson has no more authority than any other Board Member, except being entitled to a second, casting vote when necessary.

- Planning meetings and developing agendas in consultation with Board Members.
- Chairing effective meetings ensuring timekeeping, thorough discussion and clear decision-making.
- Taking action outside meetings, when a decision has to be made with urgency.
- Ensuring decisions are implemented.
- Acting as a signatory on cheques, funding applications, accounts, etc.
- Undertaking the recruitment, supervision and appraisal of any paid members of staff (if applicable).
- Represent the organisation externally (however the role of Spokesperson would be delegated if appropriate).

### **1.2 Vice Chairperson**

- To act as Chair at Board Meetings and other events if the Chair is not present.
- To support the Chairperson in their role.
- To act as Spokesperson, as appropriate.

### **1.3 Honorary Secretary**

- Keep membership records up to date.
- Make arrangements for Board Meetings i.e. book room.
- Take minutes and follow up decisions taken at meetings in consultation with the Chairperson.
- Make amendments to draft minutes when approved at following Board Meeting.
- Keep the minutes hard-copy folder and electronic folder up to date.
- Some of these duties can be delegated by the Honorary Secretary to other Board Members.



#### **1.4 Honorary Treasurer**

- Oversee, prepare and present budgets, accounts and financial statements.
- Give a quarterly financial update at Board Meetings. Prepare and present financial reports to the Board in an understandable way.
- Ensure that Just Forests financial resources meet its needs.
- Ensure appropriate accounting procedures and controls are in place.
- Liaise with Board Members about financial matters.
- Advise on the financial implications of new projects or proposals.
- Present the annual accounts at the AGM.

#### **1.5 Board Members**

- Prepare for, and participate fully in, meetings, training, planning sessions and reviews.
- Read all Board Meeting papers in advance of meetings. Factor in time to prepare for meetings to participate fully.
- Turn up to meetings on time and carry out actions allocated.
- Be familiar with and follow Just Forests Constitution and procedural guidelines.
- Give each other support and help, and do whatever is possible to manage differences constructively.
- Make the Board aware of any potential conflicts of interest. All conflicts of interest to be logged.
- Board Members are ambassadors of Just Forests and should promote the work of Just Forests and protect Just Forests reputation in any appropriate forum and at any appropriate opportunity.