**Gunnersbury Museum and Park Development Trust**

**Roles and responsibilities of individual Board members**

The primary responsibilities of a Board member of the Trust are to:

1. Ensure that the Trust furthers its charitable purposes and that the Board acts in the best interests of the Trust and its beneficiaries at all times.

2. Develop, set and keep under review the Trust’s strategy, business plan, measurable outcomes and annual budgets.

3. Ensure that the Trust’s ’s resources are used responsibly and prudently, and that there is good financial control and accountability for use of funds.

4. Identify, assess, manage and monitor risks and opportunities and declare, record and manage any conflicts of interest.

5. Oversee and hold to account the Chief Executive and the senior management team. Board members have a responsibility of supervision and challenge when necessary but should also offer support and guidance.

6. Act as effective advocates for the Trust and represent it at external events when required.

7. Monitor the activities of the CIC trading subsidiary, of which the Trust is the sole corporate member.

8. Attend regular Board meetings (a minimum of four per annum) and meetings of any Committee of which they are a member.

9. Prepare for Board and Committee meetings by reading the relevant papers in advance. Also respond promptly, and as required, to communications from the Chair, Chief Executive, senior management team members and other Board members.

10. Ensure that the Trust complies with all relevant laws, including charity and company law, and regulatory requirements at all times.

**Board members need to be:**

• Committed to the core purposes of the Trust, as set out in its articles

• Constructive, open to and respectful of other Board members’ opinions in discussions, and in response to staff members’ and volunteers’ contributions at meetings and when carrying out any other related Board member responsibilities.

• Scrupulous in maintaining confidentiality regarding sensitive and confidential information.

• Willing to make collective decisions and take responsibility for them.

• Aware and respectful of boundaries between executive and non-executive function