



Board Member - Role & Responsibilities

Accountable to: Chair of the Board, Board of Management, North & North East Lincolnshire LMC, Hull & East Yorkshire LMC

We are delighted to welcome you to the board of Humberside LMCs. Our board is made up of GPs who are part of our LMC committees, and who have volunteered to become directors of the limited company that oversees the work of the secretariat, and the running of the two committees. For some board members, this is their first experience of a corporate board which is different to holding managerial roles in a typical GP practice. We will provide you with a number of documents to review, which explain the governance around being a company director. The duties list below complements these, as well as your contract. You are appointed as a non-executive director of the company, which means that you provide advice and strategic guidance but are not responsible for the day-to-day running of the company. In our structure this is delegated to the CEO MD and through them the secretariat.

Your role is to support this day to day running, to take part in board discussions and to provide scrutiny and challenge around decisions made to ensure that the company remains within the law. You support your fellow board members, the secretariat and become part of the wider LMC team. If you have any questions at any time, please ask! Your fellow directors and the CEO MD are happy to help and it's important that all directors feel able to ask questions which is a key part of your role.

You are always welcome in the LMC offices, and we encourage all new directors to come and join a team meeting when they start to get to know everyone. The LMC policies that are referred to throughout the documents you are provided with can be found on the secure board area of the LMC website. Resources, board papers and extra information can all be found here. The duties of a Board Member are:

1. To ensure that the organisation operates within the law – including the requirements of charity law and company law and legislation on issues such as employment and health and safety.
2. To ensure that the organisation follows the objectives set out in its Memorandum & Articles of Association.
3. To ensure that the organisation uses its resources only to follow these objectives (i.e. that money is not spent on other activities, no matter how worthwhile they may be).
4. To make an active contribution to the Board in its work on setting the organisation's direction, policies and targets and evaluating its performance.
5. To safeguard the reputation of the organisation in the eyes of the public and its GP constituents.
6. To ensure the organisation is run effectively and efficiently.

7. To ensure the organisation's financial security.
8. To provide good management for the organisation's property and its funds.
9. To appoint and support the Chief Executive and monitor their performance.
10. To read Board papers, lead discussions, raise relevant issues and provide information, advice and guidance requested by the Board on issues on which the Board member has particular knowledge or experience or ability.
11. To use any specific knowledge or experience he or she has to help the Board of Management reach sound decisions.
12. To comply with the organisation's agreed policies and procedures.

Remuneration

Board Members (excluding the Chair who receives a separate payment) are remunerated for their attendance at quarterly Board Meetings and for reading in preparation for the meeting. The fixed rate per hour is currently set at £100.00 per hour. Payment is made quarterly via PAYE following attendance at each Board meeting.

Travel expenses are reimbursed separately.

The Board Member role and responsibilities and the level of remuneration will be subject to periodic review.

Updating and Review

Implementation date: October 2015
Review Cycle: Every 2 years
Last Review Date February 2024
Next Review Date: February 2026

Induction Summary Checklist

Please use the following list as a reference for the actions you will need to complete in your first month after being appointed. If you need help with any of these, please do contact the Chair of the Board or the Operations Managers.

	Completed	Date
Return your signed contract to the secretariat		
Log in to the secure Board area of the LMC website and familiarise yourself with the layout (details will be provided to you)		
Read all documents in the Director Induction Pack <ul style="list-style-type: none"> • Welcome Letter • Duties of a Director • Director Appraisal Form • LMC Strategy document • Articles of Association 		
Provide the requested personal details to the Operations Managers to allow payroll, pension and Companies House to be updated		
Arrange a time to visit the LMC offices and meet the team		
Review the policies in the “LMC Staff Essentials” folder		
Locate the claim forms for expenses		
<p>I confirm that the above have been completed.</p> <p>Signed</p> <p>Date</p>		