

Board Representation on other Bodies

1) INTRODUCTION

The purpose of this policy is to provide clarity around the process of appointing Trustees to represent the Board (and by implication the Employer) on other Boards or representational bodies.

2) POLICY

- a) Trustees may be requested to represent the Employer on other Boards or Bodies, however this must be done through the Employer Board.
- b) Other organisations requesting Board representation must make that request in writing to the Employer Board. That request is to include
 - i) The nature of the role,
 - ii) The duration of the role,
 - iii) Any induction process available for the appointee,
 - iv) Whether the role attracts any form of Honorarium and or reimbursement of expenses, and
 - v) The background/experience of the person or persons they are looking for to fill the role
- c) On receipt of this request the Board will look within its own ranks first to find a suitable person. Such an appointment will be on a voluntary basis.
- d) The Board will also reserve the right to terminate that appointment at any time for any reason.
- e) If this it is not possible to fill the role with an existing Trustee, the Board may appoint someone external to the Board, to represent their interests.
- f) Where this occurs the individual nominated must be clear about;
 - i) Who they are representing
 - ii) The manner in which they will report back to the board an its frequency
 - iii) Their entitlement to any honorarium or compensation for taking on the role, and
 - iv) The fact that the Employer Board reserves the absolute right to terminate their appointment at any time for any reason.

3) RESPONSIBILITY

- a) The Chair is responsible for ensuring that this policy is adhered to

4) COMPLIANCE

- a) Where an individual Trustee takes up such an appointment without the formal sanction of the Board, the other organisation concerned will be advised immediately by the Chair, that the individual does not have the authority to speak on behalf of The organisation.

5) REFERENCES