



# Committee Terms of Reference

## Purpose of board/how it supports our mission

Subject to the Articles, the trustee board (the board) is responsible for the management of the association's business, for which purpose it may exercise all the powers of the association. The trustee board is responsible for achieving the mission of the association 'Improving lives by supporting professionals in the delivery of kidney care and research' by setting out the strategic aims, objectives and direction of the charity and overseeing the operational delivery of the association through the chief executive officer. The legal responsibility for management remains with the trustees.

## Accountability

The board is accountable to the members of the association.

## Responsibilities

- The board conducts itself in line with the Articles of Association
- It concerns itself with all aspects of governance
- It expends the funds of the association in such manner as it shall consider most beneficial for the achievement of the objects
- It has the power to make rules of procedure for all or any committees
- It may delegate any of its powers subject to the Articles.

The board in particular:

- Sets the strategy for the association
- Protects the association by managing risk
- Reviews and approves the proposals for annual work programmes presented to the board by the vice presidents.

## Membership of the Board

The board comprises:

- President (chair)
- President of the BAPN/vice president of the RA
- Immediate past president

- President elect
- Clinical vice president
- Academic vice president
- Other trustees who are members of the association
- Other trustees who are non-members of the association.

## Board rules

- The board operates in accordance with the Articles of Association
- It meets at least four times per year in person
- To be quorate the board shall not be less than one half of their number or two trustees, whichever is the greater
- Decisions are taken in the same way as dictated in the Articles for the board
- The board is supported by the CEO and staff, and agendas are agreed by the chair and circulated at least two weeks before the meeting
- Other papers are circulated a week before the meeting
- Minutes are taken and kept in the archive.

## Task and finish groups

The board may establish task and finish groups or subcommittees with the appropriate membership to execute its responsibilities while maintaining responsibility and monitoring progress, quality and cost.

## Key objectives (TBC)

2019

2020

2021

## Risk management

Risks to achieving the key objectives are escalated to the CEO and staff who inform appropriate trustees and record them on the corporate risk register.

## Date agreed

4 February 2019

## Date reviewed

4 February 2019

## Corporate sponsorship

There will be no sponsorship of this committee due to the nature of the work.