

June 2017

Board Member Information Pack

Dear SCCoop Member,

Thanks for your interest in the SCCoop Board. It is only through the involvement of members such as yourself that SCCoop can exist and truly representative of the community it serves.

Hopefully you've already got a good idea about what SCCoop is about through our newsletters and other communications. If you haven't already, I suggest you read through the pages on our website <https://www.sccoop.org.uk/about-sccoop> under the About section.

Once you've read about us then in this pack you will find the following sections:

1. An overview of the SCCoop Board
2. A Board Member role description
3. A self-nomination form

Don't be put off by the paperwork! It's probably more than is needed for now, but it's good to have an idea of what's involved and how things work.

It may all look a little official, but in reality we're a friendly group of Streatham residents who make governance decisions at our board meetings every other month and help out from time to time, when we can, to achieve our vision of continually improving services for and facilities in the Rookery and the Common.

Once you've read the documents, and it sounds like something you want to get involved in, the next step is to have a chat and arrange to meet or come along to our next board meeting on Monday 3rd July. Meetings are usually held at the Rookery Café on the first Monday of every other month.

Many thanks for your interest,

Richard Payne

Chair of the Board

1 Overview of the SCCoop Board

SCCoop is governed by the board of directors. The board is elected by the members of the co-operative at the annual general meeting, usually held in September.

The board consists of 10 members, and meetings are also attended by the SCCoop manager and other staff and volunteers as appropriate.

6 board members are elected at the AGM from SCCoop membership for up to a three year term. Each year two members either stand for re-election or create a vacancy.

There are also 4 seats that are reserved for representatives from the following organisations:

- Friends of Streatham Common
- Streatham Common Community Garden
- Lambeth Council Officer
- Local Councillor (Streatham South Ward)

Board Operation

Meetings are held every other month, however under the rules these could move to a quarterly schedule in the future.

Voting: to pass, need majority of those present.

The board may appoint officers Chair, Vice Chair, Secretary and Treasurer who can be either elected or representative members.

The board may co-opt non-voting members from time to time as needed.

A full copy of the rules can be downloaded from our membership system website here:

<https://membermojo.co.uk/sccoop>

Some Examples of things Board Members have done / do.

Here is just a small list of things that board members have got involved with over the last few years.

- Interviewed and appointed the head of staff
- Organise the AGM
- Run a fundraising campaign (e.g. save the Paddling Pool)
- Hold a staff appraisal
- Produce a budget
- Set some priorities for work

- Negotiate contracts with Lambeth Council
- Run a stall at an event
- Run or help out with an event
- Review a contract
- Lobby local politicians
- Help with designing infrastructure
- Come up with spending ideas
- Create partnerships with local businesses (e.g. Brewery, Café)
- Write newsletters
- Breakfast in the Rookery (it's not all work!)

And much more.

2 Board Member Role Description

Board Member and Director of SCCoop

The Committee's roles

Note: Although the legal role of the committee is to govern (1), many small organisations expect the committee to do much more. If you have no staff then the committee must do everything. You may as well be explicit about what else is required of the committee (2, 3, and 4). But bear in mind that not all members of the committee may want to do all of these roles. Only 1 is required of all the committee.

For Everyone:

1 To govern i.e. directing and controlling the organisation through collective decision-making. This is a mandatory requirement of everyone on the committee.

To be agreed when joining the committee:

2 To be a pool of expertise and advice i.e. making advice and expertise available to the committee, staff and volunteers.

3 To manage one or more staff, volunteers or projects (for instance managing the Coordinator, or managing the production of the newsletter).

4 To do work (staffing a helpline, answering correspondence, filling out grant applications, changing hearing aid batteries, sitting as a representative on outside bodies etc).

The Governance role

Together the Management Committee Members must fulfil the 5 Core Governance Functions:

- Determine Mission and Strategy – setting the organisation's direction and determining how it will get there.
- Accountability – being held to account for the actions of the organisation and holding those who carry out the work (staff and/or volunteers) to account.
- Look after the committee – ensuring committee renewal (recruitment, induction and retirement), effective decision making and information sharing processes, positive group dynamics, and reflection, learning and development for the committee as necessary.
- Safeguard assets – acting as custodian of the assets, tangible (money, property etc) and intangible (organisation's reputation and name), ensuring that assets are used appropriately and constitutionally. Ensuring that there are sufficient assets for the organisations survival.
- Act as 'boundary-spanner' – linking the organisation to its stakeholders, such as members, the community, funders etc.

In addition there is always 1 management role for the committee once staff are employed;

Hire, support, monitor (and, if necessary, fire) the head of staff.

Conduct (legal)

Management Committee Members must:

- Be active – you cannot be a dormant or ‘sleeping’ management committee member, you are still liable for the decisions the others make in your absence.
- Act jointly – an individual has no powers on their own unless they have been specifically given them by the committee (minuted at a proper meeting).
- Act constitutionally (and within the law) – make sure that you act within the powers and objects (remit) set out in your constitution. Including following the constitution on how meetings are run and how the committee is recruited.
- Act in the interests of the beneficiaries – put yourself in the beneficiaries’ position and make decisions that are best for them.
- Act reasonably and honestly – remembering to minute discussions and debates so that your reasonableness can be demonstrated.
- Have a duty of care – act prudently and reasonably.
- Not delegate control – everything can be delegated except the power of delegation but the management committee remains responsible and accountable.
- Not benefit personally – unless allowed specifically in the constitution or by law.
- Avoid conflict of interest – manage actual conflicts of interest through a written process/policy and elsewhere avoid the appearance of conflicts of interest.

Conduct (practical)

Management Committee Members should:

- Strive to attend all meetings, sending apologies to the chair for necessary absences.
- Prepare for the meeting by reading the agenda, papers and emails before the meeting.
- Talk to the chair before the meeting if you need to clarify anything.
- Arrive on time. Stay to the end.
- Participate fully in the meeting;
- Listen to what others have to say and keep an open mind.
- Contribute positively to the discussions.
- Try to be concise and avoid soliloquies/speeches.
- Help others concentrate on the meeting. Discourage side conversations.
- Have the best interests of the organisation/beneficiaries in mind at all times.
- Draw attention to any potential conflicts of interest that may arise in the meeting.
- Fulfil any responsibilities assigned to you at the meeting and be prepared to report back on your progress at the next meeting.

Conduct (best practice)

Ideal Qualities

Note: Job descriptions for staff usually also come with a ‘person specification’ which is an idealised profile of the sort of qualities the post holder should have. It can be difficult to draw up a realistic

profile for a committee member – particularly if your aim is to involve a very wide spectrum of people on the committee – all contributing in different ways.

Management Committee Members should:

- Have a commitment to the organisation and its aims.
- Have a willingness to devote the necessary time and effort.
- Possess good judgement and independence of mind.
- Show a willingness to work collectively as part of a group.
- Seek constructive debate and dialogue over confrontation.

- b) The subject of any unsatisfied County Court Judgement, bankruptcy or insolvency, or been disqualified from holding a company directorship
- c) The subject of a prosecution, or notice of intended prosecution, under any health and safety at work, consumer protection or environmental legislation or investigation in the last three years by the Charity Commission, Revenue & Customs or any other regulatory body
- d) The subject of any adverse publicity in the last 3 years, or anticipate being the subject of any adverse publicity in the next 12 months