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**Mevagh Family Resource Centre**  
**Roles of Individual Trustees Policy**

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<b>Document:</b>	<b>Roles of Individual Trustees Policy</b>
<b>What is this?</b>	This is Mevagh Family Resource Centre's (Mevagh FRC) current Policy on Roles of Individual Trustees Policy
<b>CRA Code Sections:</b>	1.7, 5.4
<b>Notes:</b>	This document is a summary of the current Policy on Roles of Individual Trustees of Mevagh FRC
<b>Use of Document:</b>	Trustees of Mevagh FRC CRA Compliance
<b>Date Policy Approved:</b>	This Policy was approved by the Voluntary Board of Trustees of Mevagh FRC at its meeting on 14.10.2024
<b>Review Date:</b>	This Policy will be reviewed by the Voluntary Board of Trustees of Mevagh FRC on 14.10.2027

## **Policy for Role of Chairperson**

- Plan board meetings with the Project Manager.
- Agree agenda prior to meeting.
- Establish at every board meeting if a conflict of interest or loyalty exists and recap on procedure if one does.
- Ensure strategic issues are regularly on the agenda for meetings.
- Keep order at meetings and make sure everyone has their say.
- Make sure that meetings are time limited and that discussions stick to the point.
- Ensure that decisions are made and that they are arrived at in a fair and orderly fashion.
- Summarise decisions made after each agenda item.
- Remain as impartial as possible.
- Look over the minutes of the meeting before they are circulated to the rest of the board.
- Ensure that decisions made are implemented.
- Liaise with the Project Manager to keep an overview of the organisation's affairs and to provide support as appropriate (an effective relationship with the Project Manager is crucial in this respect).
- Represent the organisation externally, as appropriate.

## **Policy for Role of Company Secretary**

The legal Duties of the Company Secretary:

- Co-signing the annual return to the CRO with one of the directors of the Company.
- Maintaining the statutory registers.
- Certify that the financial statements attached to the annual return are true Copies of the originals.
- Prepare an accurate statement of the company's assets and liabilities (what it owns and what it owes) if the company goes into liquidation or receivership.
- The Company Secretary may also hold important administrative responsibilities for the company including:
  - ✓ Maintaining the company's registers.
  - ✓ Arranging the company's annual general meeting (AGM).
  - ✓ Organising meetings of the board and its sub-committees.
  - ✓ Sending updated information and documents on time to the Companies Registration Office (CRO) and other relevant bodies.
  - ✓ Keeping custody of the company seal.

## **Policy for Role of Treasurer**

- Oversee preparation of budgets, accounts and financial statements.
- Ensure that regular financial reports are presented to the board in an understandable way.
- Ensure that the annual accounts are audited and presented to the AGM.
- Ensure that that Mevagh FRC liaise with the auditor in relation to the preparation of annual accounts.
- Ensure that Mevagh FRC liaise with any staff/volunteers about financial matters.
- Have an overview of the organisation's financial resources in order to advise the board on financial implications of proposals, cash flow problems, etc.
- Ensure that appropriate accounting procedures and controls are in place.
- Be a joint cheque/electronic funds transfer (EFT) signatory on behalf of the board.
- Advise on the financial implications of any new projects.

**Review**

This policy will be reviewed in three years or sooner if circumstances change.

Signed: Les Bynne (Chairperson)

Date: 14 / 10 / 24

Signed: [Signature] (Director)

Date: 14 / 10 / 24

**Revision History**

Revision No.	Approval Date	Document Reference & Changes Made	Name