

## **Information for Nominees and Members of the Network**

A copy of the Memorandum of Association is available on request and should be read by all Trustees/Directors.

### **Being a Trustee/Director of Hyndburn Community Network Ltd**

Directors are expected to carry out their duties in line with the Memorandum of Association and their legal and financial responsibilities.

#### **Trustees/Directors are expected to:**

- a) attend Board meetings regularly. A time table of meetings is arranged in advance available at the AGM and Board members are expected to be available to attend meetings;
- b) be interested in and committed to the management of Hyndburn Community Network Ltd including its governance, performance and development;
- c) Promote the success of the Network and act in the Network's best interest;
- d) safeguard the good name and values of Hyndburn Community Network Ltd;
- e) exercise independent judgement, reasonable care, skill and diligence, avoid conflicts of interest and not accept benefits from third parties;
- f) understand and be committed to the policies and procedures of Hyndburn Community Network Ltd.;
- g) share in the management of the Network by agreeing to be on one of the sub committees or other groups set up by the Hyndburn Community Network Board and expected to join at least one of the sub committees e.g. core management team, human resources, funding and business planning;
- h) represent the interests of the Network on other boards or at events as agreed and feedback relevant information to the Board that might affect the Network;
- i) support the democratic process and all decisions once they have been reached by the Hyndburn Community Network Board;
- j) be willing to participate in training and strategy meetings as required;
- k) be willing to offer advice gained from skills, knowledge and experience;
- l) ensure that they make the time commitment to be fully involved and to participate as a Trustee, as above.

#### **As a company limited by guarantee HYNDBURN COMMUNITY NETWORK Ltd.:**

- a) accepts legal responsibility for the Network and board members are therefore Directors of the Company
- b) acts as an employer for staff

- c) is responsible for contracts
- d) decides overall policy for the Network
- e) ensures the financial stability of the organisation

### **The Board**

- As defined on the Nomination Form

### **Charity Objects**

1. To promote general charitable purposes for the benefit of the community of Hyndburn and the surrounding area, and to provide relief from financial hardship and social and/or economic disadvantage and to advance the education of its residents of all ages; and in particular to provide opportunities for the aforementioned residents to participate fully in the life of their community in ways which address and alleviate social and economic disadvantage.
2. Hyndburn Community Network is established to develop the capacity and skills of the members of the socially and economically disadvantaged community of Hyndburn in such a way that they are better able to identify, and help to meet, their needs and to participate more in full society.
3. Hyndburn Community Network is non-party political and non-sectarian and seeks to represent all voluntary and community organisations located and active in Hyndburn.
4. Hyndburn Community Network will act as an umbrella organisation, where necessary, when making representation to local authorities, statutory agencies and other organisations.
5. Hyndburn Community Network will provide a platform where matters of concern to people of Hyndburn can be raised and policies developed.
6. Hyndburn Community Network will act as a resource for community and voluntary organisations in Hyndburn.

### **Person specification**

- A commitment to the Hyndburn Community Network Ltd
- Willingness to devote the necessary time and effort
- Able to work in partnership and effectively as a team member
- A willingness to speak openly whilst respecting the views of others
- Ability to be strategic
- Have good judgement
- An understanding of legal and financial duties
- An understanding of the liabilities and responsibilities of a trustee/director
- Be open and accountable
- Support the seven principles of public life (Nolan Committee Principles)