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## **Duties and Responsibilities of Directors of British Parachute Association Limited**

### **Introduction**

British Parachute Association Limited trades as British Skydiving, however, you are a director of British Parachute Association Limited. In this document, we will refer to the trading name only.

The Board of Directors has three main responsibilities. The first responsibility is to govern the vision of British Skydiving to ensure that it meets the goals and objectives, as set out in the strategic plan. The second responsibility is to mitigate the risks associated with the strategic plan and thirdly, to oversee compliance associated with the Association and the sport.

The core task of the Board of Directors is to provide oversight, which is distinct from the direction and control of those individuals who are managing the Association or the activities that are being governed.

Each Board Member is responsible for understanding and appreciating the impact of their actions and decisions on other parts of the Association, including how it may affect other individuals. You must not become too siloed in your point of view and neglect to see the bigger picture as you are only one component within the Association's strategic direction.

Your responsibility is to:

- Engage in strategic planning or business continuity activities
- Monitor the achievements of established objectives or any other factors that may threaten the Association's performance or objectives
- Monitor the appropriate levels of human resources and appropriate engagement with third parties such as the Parachute Training Organisations
- Implement or manage technologies to support the Association's performance, risk, compliance management and audit
- Communicate information that may be a threat or provide opportunities for the Association

### **Specific Roles**

#### **The Chair of the Board**

The Chair is appointed by the Board and is expected to act as the Association's leading representative. This involves the presentation of the Association's aims and policies to the wider skydiving community and the outside world.

**Key Tasks:**

- Provide leadership to the Board
- Take responsibility for the Board's development
- Plan and conduct board meetings effectively
- Ensure all Directors are involved in the Board's work and focus on key tasks
- Engage the Board in assessing and improving its performance
- Support the Chief Executive Officer
- Attend Board and Committee meetings of the Board

**The Vice Chair of the Board**

The Vice-Chair assists the Chair of the Board of directors and has a specific mandate to support the CEO.

**Key Tasks:**

- Assist the Board Chair in performing their duties and responsibilities
- Perform the responsibilities of the Board Chair during their absence
- Provide advice as required to the CEO and other senior management members in all matters concerning the interests of the Association
- Attend Board and Committee meetings of the Board

**The Treasurer of the Board**

The Treasurer of the Board of Directors has primary responsibility for the financial well-being of the Association but does not take responsibility for the day-to-day finances.

**Key Tasks:**

- Create, implement, and review financial policies for the Association
- Review the cash flow and investment activities of the Association to ensure they are professionally managed
- Ensure that sufficient taxes are paid
- Create and maintain the Association's annual budget for each fiscal (financial) year
- Oversee the annual financial audit of the corporation (if public) and other audits of corporate records and finances
- Chair the Board's Finance Committee

**The Secretary to the Board**

The Secretary to the Board of Directors has the overall responsibility to create and maintain Association records and other important documents.

**Key Tasks:**

- Record minutes of all Board meetings and minutes of all committees as needed
- Keep records of all policies approved by the Board
- Maintain a calendar of the annual meetings and budget approval dates
- Keep all records in a safe place and make sure all documents are in good order in case of audits

## **Independent Non-Executive Director**

The Independent Non-Executive Directors are advisors to the Association and are members of the Board of Directors. They help in strategy development within the Association through positive criticism, external experience, and expertise. Independent Non-Executive Directors oversee the activity of executive partners and help to ensure that they meet their objectives.

### **Key Tasks:**

- Provide an external perspective and challenge the existing plans, thus helping to improve the strategies
- Share the responsibility of developing frameworks and controls for assessing and regulating risks
- Make connections outside the Association, which add further value and help in achieving its objectives and mission
- Actively participate in committee meetings and execute their duties as a committee member
- Contribute towards ensuring that the Board Members achieve their objectives

## **Accountability**

The Board of Director's performance is based on the following good governance principles:

- Achieve business goals to ensure that the Association works together towards achieving its objectives
- Identify and be aware of risks associated with strategic planning and its goals
- Contribute timely information regarding risks, rewards, and responsibilities to all stakeholders for execution at all levels
- Promote good Association culture by inspiring accountability, integrity, trust, and communication
- Increase stakeholder confidence through trust in the Association
- Protect the organisation by identifying and addressing risks from adversity to enable arising opportunities
- Prevent, detect, and reduce adversity by establishing controls and procedures to reduce the impact of negativity on the Association
- Motivate and promote desired conduct, especially when faced with challenging circumstances
- Forward thinking to support changes in strategic direction to avoid issues and obstacles
- Establish capabilities that make the Association more responsive and efficient to gain a competitive advantage
- Optimise economic returns through appropriate human and financial resources to maximise the Association's values
- Collective support for decisions made by the Board

As a Board member, you should not place yourself in situations where your honesty and integrity are questioned or behave inappropriately. You must uphold discretion and confidentiality of Board business outside of the board room.

British Skydiving has a suite of Policies, which all Board members are expected to follow. You will be required to read and sign the following policies:

- Code of Conduct
- Conflict of Interest Policy
- Data Privacy Policy
- Confidentiality Policy
- Ethical Concerns Policy
- Social Media and Communication Policy
- Acceptable Use Policy
- Fraud and Corruption Policy
- Email and Messaging Policy
- Authentication and Password Policy

## Duties and responsibilities of Members of Board / Directors of British Skydiving (British Parachute Association Ltd)

I confirm that I have read and understand the Articles of Association and this document (Form 178), and I will always do my utmost to discharge my duties and obligations as an elected Member of the Board. Therefore, as a Director of British Skydiving, I will diligently and to the best of my ability, act to uphold the British Skydiving Directors' and Officers' Code of Conduct and other suites of policies.

Name \_\_\_\_\_

Date of joining Board (usually date of AGM at which elected) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

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