



THE INSTITUTE
OF MUSIC IN
MEDICINE

RESPONSIBILITIES OF INSTITUTE OF MUSIC IN MEDICINE BOARD MEMBERS

DRAFT

The role

The role of Board Director is honorary. The appointment will involve a level of 'hands on' participation, although it is anticipated that this will reduce over time as systems and processes become more established. The Director agrees to take on an area of the business and to become a point of reference for other Board members and management for that area of the business. This does not abrogate the Director's corporate responsibilities – it means that the Director's skills and energies are optimised and that there is minimal duplication.

The Company must have at least 3 Directors and unless otherwise decided by ordinary resolution, not more than 8 Directors. appointed for a minimum of 2 years or more as mutually agreed. At the end of the term the retiring Director is to bring forward other potential Directors

Corporate Responsibilities

The responsibilities of the Board of Directors are to:

- Have a strategic view of events and issues rather than focusing on the daily operational issues
- Make a commitment to IMIM's vision, mission and values
- Work as part of the team
- Participate in activities beyond attending Board meetings
- Add value to the business of the Board
- Exercise due care and diligence by
 - Asking questions to clarify direction/satisfy concerns
 - Doing the relevant research and homework such as reading Board papers
 - Applying commercial rigour to decisions
- Act in the best interests of IMIM
- Avoid conflicts of interest
 - Perceived versus actual
 - Personal versus professional
- Not to make improper use of information and position
- Prevent insolvent trading

The judgement required from the Board of Directors is to:

- Act in good faith at all times
- Be reasonably informed

- Make decisions in the best interests of IMIM

Skills required

- Financial
- Marketing & Fundraising
- Legal
- Medical background
- Educational
- Business
- Grant writing
- Influential position in the community
- Ethical /Holistic Spiritual background

Specific Board Positions

Secretary:

Customary Duties

The following are amongst the customary duties which the Directors may give to the Secretary:

- To be present at company and Directors' meetings
- To issue notices of meetings in accordance with the Act and the Articles
- To take minutes of meetings
- Custody of books, records and documents
- Keep and make available for inspection records of Directors, and any information concerning them required by the Act
- Certify returns to various statutory authorities
- Make returns to the Registrar of Companies

Liability of the Secretary

The Secretary is not responsible for giving legal advice to the company but he is expected to know the law relating to his own duties.

Effect of Charity Law

The Directors have a responsibility to see that the funds of the company are managed properly and prudently. They will be responsible for any negligence or breach of trust. As an Officer, the Secretary will be liable if he facilitates the negligence or knowingly assists in the breach of trust.

- Notify change of registered office

Board Treasurer's Job Description

Purpose:

To manage and report on the association's finances.

Responsibilities:

1. Carries out the responsibilities of a member of the Board of Directors.
2. Assists in the preparation of the budget.

3. Monitors the budget.
4. Ensures the Board's financial policies are being followed.
5. Reports to the Board of Directors and general membership on finances.
6. Prepares any required financial reporting forms.
7. Maintains all bank accounts.
8. Oversees all financial transactions.
9. Treasurer's signature should appear on all cheques of the organization with the second signature from any of the board's other directors or staff with signing authority.
9. Chairs the finance committee.

As is stated in the job description, the Treasurer is first and foremost a member of the Board. This means that the Treasurer is responsible to the members (as with every Board member) and to the funders for the funds received and spent by the association.

The assumption in this job description is that the Treasurer takes a "hands-on" role with respect to the association. A hands-on Treasurer should go through a monthly routine which would vary depending on the level of involvement. At the very least, a Treasurer should meet with the staff person on a regular basis to go over invoices and cheques, to review the bank statements, and to monitor the preparation of monthly statements for the Board.

Developing and monitoring the budget

Preparing a balance sheet