



Great Britain Wheelchair Basketball Association

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The information below is supplied in order to give an idea of the workload and expectations of each of the roles on the Executive that are open for election this year.

Chairman - Description of Role

The chairman is required to:

- Chair meetings of the Executive Committee.
- Chair meetings of the Management and Finance Sub-committee (if appropriate).
- Be the main point of contact for formal representation of GBWBA.
- Represent GBWBA at a World and European level meetings.
- Be a politically aware representative of GBWBA with external bodies.
- Weekly/Daily liaison with GBWBA office.
- Work closely with and be supported by the Chief Executive of GBWBA.

As on any committee the position is also expected to represent the views of the members.

Internal Meetings

- 4-5 Executive Meetings (per year)
- 2 Management and Finance Sub-committee meetings (per year)
- 5-6 Attendance at events in the UK

In addition to these requirements the role is also expected to act as a trustee and a board member of the Great Britain Wheelchair Basketball Association with all the legal obligations required. These requirements are attached.

Treasurer - Description of Role

The treasurer is required to undertake:

- Oversee financial accounting of GBWBA.
- Advise on financial procedures.
- Act as a key signatory on the Sportsmatch, General Account and GBWBA WCP Account.
- Regular liaison with GBWBA office.
- Monitoring of budgets and reporting to GBWBA Executive at meetings.
- Prepare accounts for the external auditor and UK Sport.

The Treasurer is also expected to attend the following meetings. As on any committee the position is also expected to represent the views of the members.

Internal Meetings

- 4-5 Executive Meetings (per year)
- 2 Management and Finance Sub-committee meetings (per year)
- 5-6 Attendance at events in the UK

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Member at Large - Description of Role

These positions are 'without portfolio' and GBWBA ask that the members bring talents in both governance and areas of expertise in areas such as development. As on any committee the position is also expected to represent the views of the members.

- 4-5 Executive Meetings (per year)
- 2-3 Sub-committee meetings if appointed – various remits
- 4-6 Attendance at Domestic events (per year)

In addition to these requirements the role is also expected to act as a trustee and a board member of the Great Britain Wheelchair Basketball Association with all the legal obligations required. These requirements are attached.

Trustees – Model Job Description

Key responsibilities:

With other trustees to hold the charity "in trust" for current and future beneficiaries by:

1. ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these;
2. being responsible for the performance of the charity and for its "corporate" behaviour;
3. ensuring that the charity complies with all legal and regulatory requirements;
4. acting as guardians of the charity's assets, both tangible and intangible, taking all due care over their security, deployment and proper application;
5. ensuring that the charity's governance is of the highest possible standard.

Duties and tasks to fulfil these key responsibilities:

1. Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these.

To work in partnership with other trustees, the chief executive and other senior staff to ensure that:

1.1 the charity has a clear vision, mission and strategic plan that have been agreed by the board, and that there is a common understanding of these by trustees and staff.

1.2 the business, operational and other plans support the vision, mission and strategic priorities.

1.3 the chief executive's annual and longer term objectives and targets support the achievement of the vision, mission and strategic priorities.

1.4 board policies support the vision, mission and strategic priorities.

1.5 there are effective mechanisms

to listen to the views of current and future beneficiaries;

to review the external environment for changes that might affect the charity;

to re-assess the need for the charity and for the services it provides, or could provide and

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to review regularly its strategic plans and priorities.

2. Being responsible, with the other trustees, for the performance of the charity and for its “corporate” behaviour.

2.1 To agree the method for measuring objectively the progress of the charity in relation to its vision, mission, strategic objectives/priorities, business plans and annual targets, and to receive regularly reports on the performance of the charity.

2.2 To ensure that the fundamental values and guiding principals of the charity are articulated and reflected throughout the charity.

2.3 To ensure that the views of beneficiaries on the performance of the charity are regularly gathered and considered by the board.

2.4 To appoint the chief executive, to set his/her terms and conditions and to ensure that the chief executive and the charity invest in the chief executive’s ongoing professional development.

2.5 To receive regular reports from the chief executive on progress towards agreed strategic priorities.

2.6 To hold the chief executive to account for the management and administration of the charity.

2.7 To ensure that the chief executive receives regular, constructive feedback on his/her performance in managing the charity and in meeting his/her annual and longer term targets and objectives.

2.8 To ensure that the chief executive develops a learning organization and that all staff, both paid and unpaid, review their own performance and regularly receive feed back.

2.9 To articulate the values of the charity.

2.10 To agree board policies.

2.11 To ensure that there are mechanisms for beneficiaries, employees, volunteers, other individuals, groups or organizations to bring to the attention of the trustees any activity that threatens the probity of the charity.

3. Ensuring that the charity complies with all legal and regulatory requirements.

3.1 To be aware of, and to ensure the charity complies with, all legal, regulatory and statutory requirements.

3.2 To maintain familiarity with the rules and constitution that govern the charity, to ensure that the charity complies with its governing instruments and to review the constitution regularly.

3.3 If the charity has powers to delegate, to agree the levels of delegated authority, to ensure that these are recorded in writing by means of minutes, terms of reference for board committees and sub-committees, job descriptions for honorary officers, trustees and key staff, etc., and to ensure that there are clear reporting procedures which are also recorded in writing and complied with.

3.4 To ensure that the responsibilities delegated to the chief executive are clearly expressed and understood, and directions given to him/her come from the board as a whole.

4. Being guardians of all the charity’s assets, both tangible and intangible, taking all due care over their security, deployment and proper application.

4.1 To ensure that the charity has satisfactory control systems and procedures for holding in trust for the beneficiaries all monies, properties and other assets and to ensure that monies are invested to the maximum benefit of the charity, within the constraints of the law and ethical and other policies laid down by the board.

4.2 To ensure that the major risks to which the charity is exposed are reviewed annually and that systems have been established to mitigate or minimise these risks.

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- 4.3 To ensure that the income and property of the charity is applied for the purposes set out in the governing document and for no other purpose, and with complete fairness between persons who are properly qualified to benefit.
- 4.4 To act reasonably, prudently and collectively in all matters relating to the charity and always to act in the interests of the charity.
- 4.5 To be accountable for the solvency and continuing effectiveness of the charity and the preservation of its endowments.
- 4.6 To exercise effective control of the charity's financial affairs and to ensure that the way in which the charity is administered is not open to abuse by unscrupulous associates, employees or volunteers; and that the systems of control are rigorous and constantly maintained through regular evaluation and improvement in the light of experience.
- 4.7 To ensure that intangible assets such as organizational knowledge and expertise, intellectual property, the charity's good name and reputation etc are properly valued, utilized and safeguarded.
- 4.8 If the charity owns land, to know on a continuing basis what condition it is in, if its boundaries are being encroached upon, what can be done with it and how it is or should be used. In particular, to ensure that any property which is a permanent endowment is preserved and invested in such a way as to produce a good income while at the same time safeguarding the real value of the capital.
- 4.9 To ensure that all income due to the charity is received and all tax benefits are obtained and all rating relief due is claimed.

Ensuring that the charity's governance is of the highest possible standard.

- 5.1 To ensure that the charity has a governance structure that is appropriate to a charity of its size/complexity, stage of development, and its charitable objects, and that enables the trustees to fulfil their responsibilities.
- 5.2 To reflect annually on the board's performance and your own performance as a trustee.
- 5.3 To ensure that the trustee board has the skills required to govern the charity well, and has access to relevant external professional advice and expertise.
- 5.4 To ensure there is a systematic, open and fair procedure for the recruitment or co-option of trustees.
- 5.5 To ensure that there are succession plans for the chair and the chief executive.
- 5.6 To participate in individual and collective development and training of trustees.
- 5.7 To abide by the code of conduct for trustees.
- 5.8 To ensure that major decisions and board policies are made by the trustees acting collectively.

CHARITIES: TRUSTEES' RESPONSIBILITIES

It is often considered an honour to act as a trustee for a charity and an opportunity to give something back to the community. However, becoming a trustee involves a certain commitment and level of responsibility which should not be underestimated.

Whether you are already a trustee for a charity, be it a local project or a household name, or are thinking of becoming involved, there are a number of responsibilities that being a trustee places upon you.

We outline the main responsibilities below, with a particular emphasis on accounting and audit requirements.

BACKGROUND

The charities sector is generally overseen by the Charity Commission. The Commission is a government department that requires the registration of most charities.

The Commission plays an important role in the charity sector and is in place to give the public confidence in the

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integrity of charities.

A key part of the Commission's work is to provide advice to trustees. This is primarily achieved through the publication of guidance notes (CCs). These are available from either the Commission's website (www.charity-commission.gov.uk) or by telephone or written request.

TYPES OF CHARITY

Charities can be created in a number of ways but are usually either: incorporated under the Companies Act 1985 (limited company charities) or created by a declaration of trust (unincorporated charities).

All charities are affected by the Charities Acts 1992 and 1993.

The type of the charity will determine the full extent of a trustee's responsibilities.

WHO IS A TRUSTEE?

The Charities Act defines trustees as 'persons having the general control and management of the administration of a charity'. This definition would typically include:

for unincorporated charities, members of the executive or management committee

for limited company charities, the directors or members of the management committee.

TRUSTEE RESTRICTIONS AND LIABILITIES

In addition to the responsibilities of being a trustee, there are also a number of restrictions which may apply. These are aimed at preventing a conflict of interest arising between a trustee's personal interests and their duties as a trustee. These provide that generally:

trustees cannot be paid for their work, although reasonable out of pocket expenses may be reimbursed

trustees cannot benefit personally from the charity

trustees cannot be employees of the charity.

Where trustees do not act prudently, lawfully or in accordance with their governing document they may find themselves personally responsible for any loss they cause the charity.

TRUSTEES' RESPONSIBILITIES

Trustees have full responsibility for the charity and are:

required to act prudently at all times in the best interests of the charity and its beneficiaries personally accountable for the proper management of the charity and its assets.

The Charity Commission leaflet CC3 contains a long list of trustees' responsibilities, which essentially cover:

- managing finance
- applying income
- land and buildings
- investing funds
- employing staff
- fund raising.

Accounting requirements

In addition to these responsibilities, there are particular requirements for most charities to:

keep full and accurate accounting records. (and funds requirements are of particular importance here)

prepare charity accounts and an annual report

to ensure an audit or independent examination is carried out

to submit an annual return, annual report and accounts to the Charity Commission (and, for limited company charities, to Companies House).

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The extent to which these requirements have to be met generally depends upon the type of charity and how much income and/or total expenditure is received or generated.

Funds requirements

An important aspect of accounting for charities is the understanding of the different 'funds' that a charity can have. The effective management and control of fundraising is an important trustee responsibility. Essentially funds represent the income of the charity and there may be restrictions on how certain types of funds raised can be used. For example, a donation may be received only on the understanding that it is to be used for a specified purpose. It is then the trustees' responsibility to ensure that such 'restricted' funds are used only as intended.

The annual report

The annual report is often a fairly comprehensive document, as legislation sets out the minimum amount of information that has to be included. The report generally includes:

- a trustees' report (which can double as a directors' report for incorporated charities)
- a statement of financial activities for the year
- an income and expenditure account for the year (for some incorporated charities)
- a balance sheet
- a cash flow statement
- notes to the accounts (including accounting policies).

Audit requirements

Whether or not a charity requires an audit will depend mainly upon how much income (and/or total expenditure) is received or generated. The income and expenditure limits vary according to the type of charity as follows:

- all charities where income exceeds £250,000 require an audit
- unincorporated charities where income is between £10,000 and £250,000 require an independent examination
- incorporated charities where income is between £90,000 and £250,000 require an audit exemption report.

Certain limits are set to change once the new Charities Bill is implemented.

Reporting requirements

There is a widespread framework in place that determines how a charity's accounts should be prepared. Unincorporated charities with income below £100,000 may prepare receipts and payments accounts. All other charities must prepare accounts that show a 'true and fair' view. To achieve this the accounts generally need to follow the requirements of the Charities Statement of Recommended Practice (SORP).

ENDS

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