

## **Terms of Reference BADAS Board of Management**

**Purpose** The purpose of the charity is to relieve poverty, sickness and distress amongst persons suffering from drug and/or alcohol abuse and their families and to educate the public in all matters related to drug and/ or alcohol abuse  
The purpose of the Board is to ensure that BADAS focuses on achieving the agreed charitable purpose by setting/reviewing its strategies, policies, plans, budgets and objectives

- Key Functions**
- (i) Develop and agree the strategy for the organisation on an annual basis
  - (ii) Agree the annual business plan and the objectives in the light of the overall strategy
  - (iii)
    - (a) Maintain financial viability and approve annual accounts
    - (b) Set financial principles
    - (c) Agree appropriate Financial Standing Orders
    - (d) Agree annual budget and monitor the performance against the budget
    - (e) Agree expenditure as detailed in the standing orders
    - (f) Appoint Auditors and ensure BADAS makes any necessary reports to the Charity Commission and Companies House
  - (iv)
    - (a) Appoint the Chief Executive
    - (b) Agree the Chief Executive's objectives on an annual basis
    - (c) Review the Chief Executive's performance on a regular basis
    - (d) Review the Chief Executive's remuneration
  - (v) Define major risks to BADAS and implement risk minimising practices
  - (vi) Monitor the performance of the charity against its stated purpose and its strategic/ operational targets, through the implementation and development of BADAS Performance Management system
  - (vii) Establish Personnel Policy and ensure BADAS operates to agreed standards in line with national guidance and best practice in its relationships with:
    - (a) Staff
    - (b) Clients
    - (c) Volunteers
    - (d) Other stakeholders
  - (viii) Monitor the implementation and on-going development of BADAS' Health & Safety policies. Agree the action plan arising from each safety audit and monitor its implementation.
  - (ix) Ensure that BADAS operates within the rules of the Charity Commission

**Accountability** The Board is accountable for the operation of BADAS. It manages this accountability by delegating responsibility for the day to day running of the operation to the Chief Executive. The Board may also from time to time, set up working groups to carry out or oversee specific pieces of work. The Board determines the terms of reference and membership of these groups, appoints the chairperson and requires that all their acts and proceedings are reported to it

**Meetings** Board members are expected to attend all Board meetings and the AGM.  
Board meetings are minuted