**BOARD OF MANAGEMENT**

**1. General**

1.1 The objectives of the HASSRA National Board of Management (BOM) are to focus on strategy, policy and corporate governance and other non-operational areas of business.

The key role and responsibilities of the BOM are:

(a) Planning

(b) Strategy

(c) Corporate Governance

(d) Finance, and

(e) to monitor, and bring to account as necessary, the activities of the Programme and Delivery Committee (PDC), Finance Committee (FC) and Awards Committee (AC).

1.2 The BOM leaves management of the HASSRA Programme to the PDC, although PDC are expected to be accountable to BOM. Similarly, management of the operations team is left to the National Operations Director (NOD) and the Management Team (MT).

**2. Budgetary Responsibilities**

2.1 The BOM has overall responsibility for the running of the Association. As such, they are responsible for the delivery and development of the Association's programme within the budget levels set by Conference. The BOM will therefore monitor income and expenditure regularly and will also set budgets and monitor outturn for a variety of tasks and business projects undertaken by the BOM itself or by the PDC, FC, AC, HASSRA National Team or other external service provider. Additionally, the FC support, and report to BOM through the Finance Director (FD) to assist in the delivery of this responsibility.

2.2 The FD monitors expenditure approved or incurred by the BOM and provides a quarterly report to the BOM and an annual report to Conference.

**3. Composition**

3.1 The composition of the BOM is as follows:

(a) Chairperson 1

(b) National Operations Director 1

(c) Finance Director 1

(d) Elected BOM members 5

 **TOTAL 8**

3.2 One of the elected BOM members should be nominated by the Board to act as vice Chairperson when the Chairperson is unable to attend all or part of a meeting.

**4. Accountability**

4.1 The BOM is directly accountable to the Permanent Secretary DWP (HASSRA President) & Permanent Secretary DH (HASSRA First Vice-President) and to the membership of HASSRA through the Annual HASSRA Conference or any Special General Meetings.

**5. Secretariat**

5.1 HASSRA National provides secretariat services.

**6. Electoral Issues**

National Chairperson

6.1 It is recognised that the post of National Chairperson is one that is appointed by the Permanent Secretary of DWP in consultation with the Permanent Secretary DH, normally for a period not exceeding four years. As such, Conference does not elect this post-holder but endorses the appointment after the selection has been made. This position is reflected within the HASSRA constitution.

National Operations and Finance Directors

6.2 The Association’s constitution clarifies the status of these two national roles in that both are salaried posts within the staffing structure of the Association and as such, they are not subject to election or endorsement by Conference.

6.3 Selection for these posts shall be made by reference to the prevailing personnel rules and procedures of the host Department, currently Department for Work & Pensions, and with due regard to the required performance competencies and person specification identified. When either or both posts become vacant, the vacancy shall be publicised via normal Departmental media and, internally, via the HASSRA Association network.

Elected members

6.4 All elected BOM members, shall be elected for a term of three years by Association delegates and national officers at Conference. It is normally expected that only one or two BOM members would be elected in any one year. This will ensure that continuity of experience and expertise is maintained on the BOM.

6.5 **In 2021, there will be two vacancies on the BOM open to election, both posts being for a period of three years.**

6.6 Should an elected BOM member resign, stand down or otherwise become ineligible to serve before the end of their term, the BOM shall be entitled to co-opt a replacement member until the next opportunity arises to elect a replacement at the next Conference or Special General Meeting. In such circumstances, the period of election shall be the remainder of the term due to be served by the member who resigned/stood down.

**7. Other issues**

Deputies

7.1 Members of the BOM who are unable to attend all or part of a scheduled meeting are not permitted to nominate a deputy to attend in her/his place.

Quorum

7.2 The quorum of the BOM shall be a majority of its membership who are eligible to vote.

**8. Skills framework**

Elected BOM members

8.1 Elected BOM members must be able to bring to the BOM element (a) (below) and, preferably, at least two other elements from (b) to (e):

(a) strong personal commitment to the aims and values of the Association

(b) a thorough understanding of the structure and workings of HASSRA at each of its three levels (national, regional and local);

(c) good current knowledge of business drivers and initiatives underway in our constituent Departments and Executive Agencies;

(d) an aptitude for strategic business planning, policy development, financial systems and the setting of long term goals and objectives;

(e) ability to take a strategic view, both of the Association and how it interacts with our constituent Departments, Executive Agencies and other bodies.