

## **BFN Trustee (Director) Roles and Responsibilities**

The Breastfeeding Network is a charity registered with OSCR, the Scottish Charity Regulator, and a Charitable Incorporated Organisation, registered at Companies House. Trustees (referred to as 'Directors' in BFN's Articles of Association) **are responsible for leading the strategic direction of the Breastfeeding Network - they ensure that funds are spent appropriately and effectively; they promote the charity and its causes; they ensure compliance with relevant regulation and they work with all the staff and volunteers to meet the needs of mothers, babies and new families that we support.**

Beyond anything, all trustees must have a desire to see the charity thrive. In order for that to happen, the Board needs the active involvement of trustees, who between them, draw on a broad range of skills, abilities, experiences and backgrounds, necessary for the charity to achieve the impact for which it was established.

BFN is respected for its evidence-based expertise on breastfeeding and delivery of infant feeding services. For this reason, it is essential that at least half of BFN's Board must always be Trustees who are Members of the organisation. Members have lived experience of breastmilk feeding, have completed accredited training, have experience of delivering BFN services as volunteers, receive regular supervision and make a commitment to keep their knowledge of the field, up-to-date. Non-Member Trustees are also committed to the aims of the charity and are recruited by the Board based on the other skills and experience required to run the charity, such as financial, communications, fundraising or legal expertise. Member Trustees are appointed to the Board following successful election by fellow Members at the AGM.

### **Collective responsibilities of Board members**

- To ensure that BFN is furthering the aims and objectives of the charity that decisions taken are acted upon or appropriately reviewed
- To contribute actively to the Board of Trustees' role in giving strategic direction to the organisation
- To always act in the interests of the organisation and its beneficiaries [in line with The Nolan Principles of public life](#), safeguarding the good name and values of BfN and the wider charitable sector.
- To support compliance of BfN with its governing documents, charity law, company law and any other relevant legislation or regulations.
- To safeguard BfN's assets and oversee that the use of its resources is exclusively in pursuance of its objects (it must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are)
- To oversee the effective and efficient administration of BfN including risk management
- To oversee the financial stability of BfN including accurate reporting to regulators
- To protect the wellbeing and rights of employees
- To monitor the performance of the Chief Executive Officer and to work collaboratively with the CEO and staff to whom work has been delegated by them

### **Individual responsibilities**

In addition to the above duties, each Trustee should use any specific skills, knowledge or experience they have to help the board of Trustees reach sound decisions. Each Trustee should:

- Declare and proactively take responsibility for managing any actual or perceived conflict of interest<sup>1</sup>
- Attend Board meetings and the AGM; a minimum attendance at 3 out of 5 Board meetings is expected

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<sup>1</sup> It is important to talk with the Chair, Vice Chair and CEO about potential conflicts of interests ahead of election. The Board have a legal responsibility to identify and take steps to manage actual or potential conflicts of interests. In the event that a COI has not been declared or it could be perceived that a Trustee's decision-making is influenced by other interests they have, a serving Trustee may be required to stand down by the regulator.

- Scrutinise board papers and contribute to strategic questions raised to Board discussion
- Lead and participate in discussions at Board meetings in a constructive manner
- Work with other Trustees and CEO to review and take steps to improve performance against aims and objectives
- Provide insight and guidance on new initiatives
- Advocate for BfN in line with agreed priorities
- Represent BFN at request of Chair and CEO
- Contribute on areas where the Trustee has special expertise
- Respect confidentiality, and work considerately and respectfully with all, respecting diversity, different roles and opinions, and avoid giving offence
- Ensure that they receive induction and seek ongoing development