



Board Terms of Reference

Last updated 10/09/2023

Purpose

The purpose of this document is to outline the roles, responsibilities, and operational guidelines for the Board of Directors of PACT Dogs Ltd, consisting of four members.

Composition of the Board

The board shall consist of four members, each selected based on their expertise and commitment to the mission and goals of the organisation.

Roles and Responsibilities

Roles

- Jason Light - Chair
- Corrin Goodall - Lead Support Team, Designated Safeguarding Lead - Secretary
- Natalie Light - Lead Systems Team - Treasurer
- Steve Goodall - Lead Teaching Team

Board Members

Board members are responsible for:

- Providing strategic guidance and direction to the organisation.
- Ensuring the organisation's mission and objectives are upheld.
- Participating actively in board meetings and decision-making.

- Attending board meetings regularly and preparing adequately.
- Comply with Code of Conduct
- Disclosing any conflicts of interest promptly in line with the Conflict of Interest Policy.

Chairperson

The Chairperson shall:

- Preside over board meetings.
- Facilitate discussions and maintain order during meetings.
- Formerly signing off Student awards.
- Provide formal signatures to documents on behalf of PACT, such as reports to Company House.
- Represent the board to external stakeholders as needed.

Secretary

The Secretary shall:

- Maintain records of board meetings and decisions.
- Ensure timely distribution of meeting materials and agendas.
- Manage board correspondence and documentation.

Treasurer

The Treasurer shall:

- Oversee the organisation's financial affairs and financial reporting.
- Present financial reports to the board regularly.
- Ensure compliance with financial policies and best practices.

Board Meetings

- The board shall meet at least quarterly, with additional meetings called as necessary.
- Meetings may be held in person or virtually, as deemed appropriate.
- The quorum for board meetings shall be at least three board members.

Decision Making

- Decisions shall be made through discussion, and in the absence of consensus, a majority vote shall prevail. Should the board fail to reach a consensus then the Chairpersons vote will be counted twice.

Conflict of interest

- Board members must promptly disclose any potential conflicts of interest.
- Conflicts of interest shall be managed in accordance with the organisation's conflict of interest policy.

Communication and Reporting

- The Chairperson or Secretary shall communicate decisions and updates to the organisation's leadership and stakeholders.
- Reporting to the board shall include financial reports, progress reports, and any other relevant information.

Amendment and Review

- These terms of reference may be amended by a majority vote of the board.
- An annual review of these terms of reference shall take place to ensure continued relevance.

Related Policies and Arrangements

As with most PACT policies, there are some which are more pertinent to the board:

- Code of Conduct
- Complaints Policy
- Conflict of Interest Policy
- Terms of Reference

- Whistle Blowing Policy

Updating this Policy

PACT Dogs Ltd reserves the right to amend and update this policy