

# Buckland Newton Community Property Trust VOLUNTEER DIRECTORS SCHEDULE

## PRINCIPAL STATEMENT OF TERMS & CONDITIONS

DIRECTOR CONTRACT - NUMBER	
<b>The Company and Registered Office</b>	<b>Director's Name and Address</b>
<b>General Statement</b>	
<p>You have been elected onto the Buckland Newton PCT Limited ("BNCPT") Company Board with effect from the date of signing this contract. The period of serve is for three years, with an option for re-election for a further three years, after which you will have to step down from the Company Board. You may reapply to join the Company Board, but re-election is at the Company Board's discretion.</p>	
<b>Duties - Your individual responsibilities are to:</b>	
<ul style="list-style-type: none"> <li>◆ Attend Director Meetings regularly.</li> <li>◆ Understand and be fully committed to the aims and principles of the organisation</li> <li>◆ Challenge all incidents that contravene the organisation's equal opportunities policy;</li> <li>◆ Take a share of the Company Board's work by offering to monitor specific areas of operations.</li> <li>◆ Support all decisions once they have been agreed by the Company Board;</li> <li>◆ Respect the confidentiality of Company Board matters and discussions.</li> </ul>	
<b>Duties - Your joint responsibilities with all the other Directors are to:</b>	
<ul style="list-style-type: none"> <li>◆ To ensure that the organisation complies with its governing document, Company Law, and any other relevant legislation or regulations.</li> <li>◆ To ensure that the organisation pursues its objects as defined in its governing document.</li> <li>◆ To ensure the organisation uses its resources exclusively in pursuance of its objects: the Company must not spend money on activities that are not included in its own objects, no matter how worthwhile or charitable those activities are.</li> <li>◆ Accept legal responsibility for the staff and volunteers of the organisation;</li> <li>◆ Take a long term view of how the work of the organisation should develop;</li> <li>◆ Try to ensure that funding for the organisation continues;</li> <li>◆ Ensure that all Director Responsibilities delegated to paid staff and individual members of the organisation are carried out.</li> </ul>	
<b>Expenses</b>	
<p>Although Directors and volunteers receive no salary, gratuity, payment in kind (or privileges), expenses may be reimbursed if they are expressly authorised by the Chairperson. All claims for expenses must be accompanied by receipt, vouchers, or other evidence of actual payment and be submitted by the end of the month immediately after that in which they are incurred.</p>	
<b>Insurance</b>	
<p>BNCPT maintains insurance against the risks that it considers necessary to cover the Company's activities and of its Directors, employees and volunteers who undertake authorised work on its behalf.</p>	

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<b>Company Board Member's Declaration</b>	
<ul style="list-style-type: none"> <li>• I have read and understood the provisions of the Director contract</li> <li>• I have received and read the induction material for new Directors and understand my duties and responsibilities as a Director</li> <li>• I undertake to familiarise myself with the organisation's policies, objectives, plans and financial position.</li> <li>• I shall declare all conflicts of interest as and when they arise. If at any time these conflicts hamper my ability to perform my role as Director, I shall resign from the Company Board.</li> <li>• I shall keep all the proceedings at Director Meetings confidential and shall not discuss any of the issues with the press or media without clearance from the Chair.</li> </ul>	
<b>Director Declaration of Eligibility</b>	
<p>I declare that:</p> <ul style="list-style-type: none"> <li>◆ I am over age 18.</li> <li>◆ I am not an undischarged bankrupt.</li> <li>◆ A Court has not previously removed me from Directorship of a Company.</li> <li>◆ I am not under a disqualification order under the <i>Company Directors' Disqualification Act 1986</i>.</li> <li>◆ I have not been convicted of an offence involving deception or dishonesty (unless the conviction is spent).</li> <li>◆ I undertake to fulfil my responsibilities and duties as a Director of BNCPT in good faith and in accordance with the law and within BNCPT objectives and mission.</li> <li>◆ I do not have any financial interests in conflict with those of BNCPT (either in person or through family or business connections) except those that I have formally notified in a conflict of interest statement. I will specifically notify any such interest at any meeting where Directors are required to make a decision that affects my personal interests, and I will absent myself entirely from any decision on the matter and not vote on it.</li> </ul>	
<b>Termination of Contract</b>	
<p>Should you at any time wish to resign from the Company Board you should do so by writing to the Chair. Reasons should be given if they relate to the Company and its activities.</p> <p>Should you not attend three consecutive meetings of the Company Board without giving apologies, you will automatically lose the right to be a Director.</p>	
<b>DIRECTOR'S SIGNATURE</b>	<b>SECRETARY of The DIRECTOR COMPANY BOARD SIGNATURE</b>
Dated	Date

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