

CARNIVAL ARTS and MASQUERADE FOUNDATION (CAMF)

ROLES AND PERSON SPECIFICATIONS OF THE EXECUTIVE

MAIN ROLES OF THE EXECUTIVE COMMITTEE

Some of the roles of the Executive Committee include:

- Upholding the mission and purpose of CAMF.
- Safeguarding the ethos and values of CAMF
- Developing and agree the long term and strategic plans of CAMF
- Ensuring that the activities of CAMF operates within the law
- Ensuring accountability and transparency as required (including the production of an annual report/accounts, etc.)
- Ensuring specific accountability to the Metropolitan Police Authority.
- Ensuring that CAMF has adequate resources to carry out its work
- Ensuring that CAMF property, assets and other resources are protected and managed effectively and used to meet its charitable objectives
- Agreeing the budget and monitoring financial performance
- Monitoring programmes and activities and the quality of service delivery to its members
- Regularly reviewing the performance of the Executive Committee
- Ensuring adherence to the objects, powers and provisions of the Memorandum and Articles of Association and any agreed Codes and regulations.

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DUTIES OF EXECUTIVE COMMITTEE MEMBERS

The duties of an Executive Committee member are as follows:

- To ensure there is a clear vision and purpose
- To ensure that CAMF pursues its objectives as defined in its Constitution.
- To ensure that CAMF complies with its constitution, laws and any relevant legislation or regulation.
- To ensure there is a clear structure to govern and deliver the objects of CAMF.
- To ensure the role of the Executive Committee, sub-committees and working groups are clearly defined
- To ensure the role of the Chair, Vice-Chair, Treasurer and any other Executive Committee members are clearly defined.
- To ensure the Executive contains a suitable balance of skills and experience to carry out its role effectively.
- To agree the major priorities for the work of CAMF and ensure their alignment with wider issues of crime and disorder reduction in the Borough.
- To agree a long-term strategy to achieve the priorities of CAMF.
- To ensure CAMF applies its resources exclusively in the pursuance of its objectives.
- To contribute actively to CAMF's role, give firm strategic direction, set overall policies, define goals, set targets and evaluate performance against agreed targets.
- To safeguard the good name and values of CAMF.
- To ensure the efficient and cost-effective administration of CAMF
- To ensure the financial stability of CAMF
- To protect and manage the property of CAMF.
- To appoint service providers and employees and monitor their performance.
- To ensure stakeholders are involved in defining the standards for judging the work of CAMF.
- In addition to the above duties, the Executive Committee shall use any specific skills, knowledge or experience to reach sound decisions.

TRUSTEE PERSON SPECIFICATION

- A commitment to CAMF
- A commitment to the wider Carnival Arts and Masquerade industry
- A willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement in the interest of CAMF
- An ability to think creatively
- A willingness to maintain confidentiality in respect of CAMF business
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- Sound understanding and a willingness to adopt the Nolan principles of public life, namely: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Appreciation of and commitment to the ethos of CAMF including equalities.

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ADDITIONAL DUTIES OF THE CHAIRPERSON:

- Plan the annual cycle of Executive Committee meetings in conjunction with the Secretary
- Set the agenda for Executive Committee meetings in conjunction with the Secretary
- Chair and facilitate Executive Committee meetings
- Give direction to Executive Committee policy making
- Monitor the decisions taken at Executive Committee meetings to ensure their implementation
- Represent CAMF at events, functions, meetings and act as a spokesperson or delegate as appropriate.
- Liaise with the Secretary, Vice-Chair, Treasurer and other Executive Committee members to keep an overview of the organisations affairs and to provide support as appropriate
- Lead the process of appraising the performance of employees and service providers
- Sit on appointments and disciplinary panels as appropriate.
- Liaise with the Secretary, Vice-Chair and Treasurer to develop the Executive Committee.
- Bring impartiality and objectivity to decision making.
- Facilitate change and address any conflict within or with the organisation, liaising with the Vice-Chair, Treasurer, Secretary and other Executive Committee members to implement change.

PERSON SPECIFICATION

- Leadership skills
- Appreciation of and commitment to the ethos of CAMF
- Experience of committee and management work
- Understanding of governance in charitable organisations
- Ability to work effectively as a member of a team, inspire and motivate colleagues
- Tact, diplomacy and good independent judgement
- The ability to think creatively
- Good communication and interpersonal skills
- Experience of engaging stakeholders from diverse backgrounds
- Impartiality, fairness and the ability to respect confidences
- Good independent judgement
- Strategic vision
- Ability to work effectively as a member of a team
- Appreciation of and commitment to the ethos of CAMF including equalities

In the absence of the Chairperson, the Vice-Chair shall assume these roles, duties and responsibilities.

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ADDITIONAL DUTIES OF THE TREASURER

- Prepare, oversee and present budgets, account and financial statements
- Ensure the financial resources meets CAMF present and future needs
- Ensure CAMF has an appropriate reserve policy as necessary
- Prepare and present financial reports to the Executive Committee
- Ensure appropriate accounting procedures and control are in place
- Keep the Executive Committee informed of its financial duties and responsibilities
- Liaise with the Secretary, Chairperson or any volunteers about financial matters
- Advise on the financial implications of CAMF strategic plans
- Ensure there is no conflict between financial strategies and the aims and objectives of CAMF.
- Monitor the organisation's financial activities and ensure it is consistent with CAMF policies and procedures and legal responsibilities
- Ensure equipment and assets including brands of CAMF are adequately maintained and insured
- Ensure accounts are prepared and disclosed in the appropriate format in conjunction with the Secretary.
- Contribute to the fundraising strategy of CAMF
- Present the end of year accounts at the Annual General Meeting and draw attention to important points in a coherent and easily understandable way

PERSON SPECIFICATION

- Financial administration or management experience
- Some experience of charity finance, book-keeping and fundraising
- Ability to analyse proposals and examine their financial consequences
- Ability and willingness to be available to other Executive members for financial advice and enquires on an ad hoc basis
- Good independent judgement
- Strategic vision
- Ability to work effectively as a member of a team
- Appreciation of and commitment to the ethos of CAMF including equalities

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ADDITIONAL DUTIES OF THE SECRETARY:

- Prepare agendas in consultation with the Chairperson
- Make all the arrangement for meetings and organising facilities for those with special needs
- Assemble agenda items from other Executive Committee members
- Circulating agendas and minutes
- Check that a quorum is present at each meeting
- Take minutes of the meeting and circulate drafts to all Executive Committee members
- Ensure the minutes are signed by the chairperson once they have been approved
- Check that Executive Committee members and any employees have carried out actions agreed at meetings
- Circulate agendas and minutes of the Annual General Meeting and any Special or Extraordinary General Meetings
- Sit on appraisal, recruitment, and disciplinary panels as required
- Ensure CAMF complies with legal and other regulation
- Contribute to the fundraising strategy of CAMF
- Draft, update and circulate reports and correspondence

PERSON SPECIFICATION

- Communication skills
- Administrative skills
- Organisational abilities
- Strategic vision and thinking
- Knowledge or experience of business and committee procedures
- Minute taking experience
- Good independent judgement
- Strategic vision
- Ability to work effectively as a member of a team
- Appreciation of and commitment to the ethos of CAMF including equalities