

# Division of Responsibilities between the Chairman and the Clerk



**Date:** 23 06 2014  
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The Management contract provides for extent of the Management Role, however, a division of responsibility is required.

## **1 THE CHAIRMAN IS RESPONSIBLE FOR RUNNING THE BOARD**

Key responsibilities include:

- 1.1 Setting the agenda, style and tone of Board discussions and chairing Board Meetings to promote effective decision making and constructive debate.
- 1.2 Providing leadership to the Board.
- 1.3 Taking responsibility for the Board's development.
- 1.4 Ensuring proper information is made available to the Board.
- 1.5 Planning and conducting Board meetings effectively.
- 1.6 Getting all Board members involved in the work of the Board.
- 1.7 Promoting effective relationships and open communication both inside and outside Board Meetings.
- 1.8 Overseeing the induction and development of Board members.
- 1.9 Ensuring the Board focuses on its key tasks.
- 1.10 Engaging the Board in assessing and improving its performance.
- 1.11 Ensuring effective implementation of Board decisions.
- 1.12 Establishing a close relationship of trust with the Clerk providing support and advice whilst respecting executive responsibility.
- 1.13 Representing the Board and presenting the Board's aims and policies to the District.
- 1.14 Understanding the views of ratepayers, contributing councils and key stakeholders and ensuring that effective lines of communication exist with the Board.
- 1.15 Ensuring that the Board engages effectively with the community it represents.
- 1.16 Ensuring Board compliance with legislative and Governance requirements.
- 1.17 Reviewing value for money and setting benchmark targets.

## **2 THE CLERK HAS EXECUTIVE RESPONSIBILITY FOR RUNNING THE BOARD'S BUSINESS**

Key responsibilities include:

- 2.1 Delivering the operational performance of the IDB, as dictated by the Board's overall strategy.
- 2.2 Formulating and successfully implementing Board policy.
- 2.3 Developing strategic operating plans that reflect the longer term corporate objectives and priorities established by the Board.
- 2.4 Maintaining an ongoing dialogue with the Chairman of the Board.
- 2.5 Ensuring that adequate operational planning and financial control systems are in place.
- 2.6 Ensuring that the operating objectives and standards of performance are not only understood but owned by the management and other employees.

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- 2.7 Closely monitoring the operating and financial results against plans and budgets.
- 2.8 Taking remedial action where necessary and informing the Board of significant changes.
- 2.9 Providing leadership to the management and employees.
- 2.10 Assuming full accountability to the Board for all IDB operations.
- 2.11 Building and maintaining an effective executive team.
- 2.12 Representing the IDB at meetings with major ratepayers, contributing councils, professional associations and key stakeholders.
- 2.13 Managing the IDB and its workforce on a day to day basis. Delegated authority to take any decision has been given to the Clerk by the Board, unless otherwise reserved to the Board and noted in the schedule of reserved matters/Scheme of Delegation.
- 2.14 Advising the Board on changes in legislation or regulations that affect the operation of the Board.
- 2.15 Arranging for the review and audit of the IDB processes and procedures.
- 2.16 Deriving and delivering improved value for money.

### **3 CERTIFICATION**

Sow & Penk Internal Drainage Board agreed to introduce this Division of Responsibilities between Chairman and Clerk on the 25th day of June 2014

**By Order of the Sow & Penk Internal Drainage Board**

**Certified by Ian M Benn, Clerk**

**This document is next scheduled for review on the 31st March 2016**

# Division of Responsibilities between the Chairman and The Chief Executive Officer

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