

Role description for member of the DAFNE Consortium Board

1. Overall Purpose

To accept, as an individual, with other members of the Board, responsibility and accountability for the overall governance and strategic direction of the national DAFNE programme, in accordance to the hosting member's standing orders and standing financial instructions and the DAFNE consortium agreement and associated schedules.

2. Responsibilities

The Board works together as a team to provide strategic leadership for the Consortium to ensure that the DAFNE Mission Statement is achieved via appropriate strategic development and operational management.

The Board supports the Consortium by taking collective responsibility for:

- Defining strategic aims, identifying potential difficulties and developing solutions.
- To safeguard the good name of the national DAFNE programme and the DAFNE Consortium
- To ensure financial stability of the national programme
- Ensuring the Board complies with its governing documents and Host members standing orders and standing financial instructions
- To ensure that the national programme resources are exclusively used in the pursuance of its objectives
- To approve the annual budget
- Ensuring the quality of the DAFNE programme and DAFNE educators.
- Providing an evidence base for the continued development and improvement of the DAFNE programme.
- To maintain confidentiality of all sensitive/ confidential information received in the course of Board members responsibilities.

3. Time Commitment

When joining the Board individuals will need to commit to attending the following activities:

3.1 Executive Board Meetings (2-days per year, plus preparation)

The Board holds 3 x ½ -day business meetings each year, usually in January, May and October (usually 09:00 to 12:30 or 13:30 to 17:00)

In addition, there will be a ½ -day strategic meeting, usually in December, to amend and further develop the strategy for the national programme (usually 09:00 to 12:30 or 13:30 to 17:00).

Business and strategic meetings will be held remotely using a teleconferencing platform. Occasionally, if there is a identified need, a meeting will be held face to face. In such instances a full day may be required considering both travel and meeting requirements.

All decisions will be based upon the agenda items to be discussed.

Board members are expected to:

- Prepare for each meeting by reading any supporting papers provided prior to the meeting, allowing ~60 mins per meeting
- attend a minimum of 3 (75%) annual Board meetings each year. Attendance record will be reported annually.

3.2 Email consultation and email resolutions (1-4 hours).

On occasion to progress matters between meetings, email consultations and the passing of email resolutions may be required. The time commitment will vary, but would not be expected to exceed a total of 1-4 hours per year.

Board members are required to:

- Participate in all discussions, if appropriate to their skills and experience.
- Vote in all (100%) email resolutions.

If Board member's find that, for whatever reason, they are no longer able to provide the required time commitment for meetings (3.1) and email resolutions (3.2), they should discuss difficulties with the Chair and National Director to find a resolution or be prepared to resign from the Board as appropriate to the situation.

3.3 Participation in annual DAFNE collaborative meeting (0-1 day per year)

Board members are expected to make themselves available, if required, to facilitate the delivery of the annual collaborative meeting programme, by delivering plenaries or helping to facilitate workshops as appropriate. The collaborative meeting is held each June. Required contributions will be agreed at the October board meeting when the consortium programme for the following June is agreed.

3.4 Work streams (Variable)

In order for the Board to fulfil its responsibilities as set out above, there is a requirement for members to contribute to various work streams and working groups between meetings. As the level of work each year varies it is not possible to provide an accurate estimate of the time commitment required; this could vary from ½ to 3 days (or more) per year. However additional work streams are discussed and work allocated during board meeting each year; and this will be an opportunity for members to stipulate if they are able to contribute additional time.

Members who find that they can no longer provide the required time commitment may be asked to stand down from the group.

4. Declaration of interests

All Board members are required to submit an annual declaration of any conflict of interests; these will be held on a standard register of interest.

5. Payment

Board membership is a voluntary activity; members are not remunerated for their time. The Chair, which is an appointed role, is remunerated at 1.25 programme activities (PAs) per week.

6. Expenses

If a face to face meeting is organised, the Central DAFNE team will arrange all travel and accommodation required in order for members to attend meetings, at no cost to the Board member.

Members of the Board will be able to claim additional travel and subsistence expenses in line with the NHS Terms & Conditions handbook and DAFNE guidelines. Payment can only be made upon the receipt of an appropriate completed DAFNE expenses form and on production of valid VAT receipts