



Policy for Board Members and work for Llais y Goedwig

1. *Principles*

Llais y Goedwig, as a member organisation for community woodland groups in Wales, looks to conduct its business in an open, fair and transparent way, including its contracting and commissioning work. The Memorandum and Articles of association allow for Board members to undertake work for Llais y Goedwig and to receive appropriate remuneration.

Board members are elected by Llais y Goedwig members and provide a range of experience and knowledge to service and support the organisation. There are clear principles that should govern the role of Board members and the work that they do.

2. *Board meetings*

Board members undertake that role in a voluntary capacity and will receive no payment for attending Board meetings, and conducting business at those meetings but they may claim travel and subsistence to attend such meetings and to attend other meetings, conferences or events at which they formally represent Llais y Goedwig.

3. *Commissioned work*

Board members may be commissioned to undertake work for Llais y Goedwig in certain circumstances and the process for this is as follows:

- i. The professional experience, knowledge and skills of the Board member make them a suitably qualified person to undertake a particular piece of work.

AND

- ii. The timescales for completion of a particular piece of work mean that there is insufficient time for normal procedures for commissioning a contractor

OR the specification for a particular piece of work has not received any contractor interest within budget and timescales set for the work

OR the work is such that the Board will expend more time and money seeking a contractor than for a Board member to undertake the work required

- iii. The piece of work undertaken by the Board member shall not exceed £1000 in total value without recourse to a full tendering process in which the interested Board member must declare a conflict of interest.

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- iv. The piece of work undertaken by the Board member will be submitted and reported to the Board as a specific item, minuted as such, with clear declaration of interest.
- v. Invoices will be submitted for work done as with any other commissioned work for Llais y Goedwig. They will be checked and endorsed by two other Board members not involved in the work done, including at least one of the Board officers (Chair, Secretary and Treasurer)
- vi. Any payments made to a Board member will be declared by them as income and included in statutory returns for tax, national insurance, etc.
- vii. Board members undertaking work commissioned by the Board will do so at cost rather than full professional rate – i.e. they will receive remuneration for all reasonable expenses incurred and a basic honorarium, on a not-for-profit basis.

4. Summary

The key principles for the Llais y Goedwig Board are transparency, openness and proper conduct of business in accountable manner for the organisation. Using Board members to undertake commissioned work should not be the norm but the exception, requiring adherence to the process set out in this policy.

Signed:



Date: January 2011

Roger Davies, Chair

Review date: January 2012