

## WYHAM FOURTH DISTRICT INTERNAL DRAINAGE BOARD

### Division of Responsibilities between Chair and Chief Executive

**The Chairman is responsible for running the Board. Key responsibilities include:**

1. Setting the strategic direction of the Board
2. Setting the agenda, style and tone of Board discussions and chairing Board meetings, to provide effective decision-making and constructive debate.
3. Providing leadership to the Board
4. Taking responsibility for the Board's composition and development.
5. Ensuring proper information is made available to the Board.
6. Planning and conducting Board meetings effectively.
7. Getting all Board members involved in the Board's work.
8. Promoting effective relationships and open communication, both inside and outside the Boardroom, between the non-executive Board members and the executive team.
9. Overseeing the induction and development of Board members.
10. Ensuring the Board focuses on its key tasks.
11. Engaging the Board in assessing and improving its performance.
12. Ensuring effective implementation of Board decisions.
13. Establishing a close relationship of trust with the chief executive, providing support and advice, while respecting executive responsibility.
14. Representing the Board and promoting the Board's aims and policies to the outside world.
15. Understanding the views of stakeholders, contributing councils and key stakeholders and ensuring that effective lines of communication exist with the Board.

**The Chief Executive has executive responsibility for running the Board's business. Key responsibilities include:**

1. Advising the Board on all legal and financial matters
2. Delivering the operational performance of the IDB, as dictated by the Board's overall strategy.
3. Formulating and successfully implementing Board policy e.g. data protection policy.
4. Developing strategic operating plans that reflect the long-term corporate objectives and priorities established by the Board.
5. Maintaining an on-going dialogue with the chairman of the Board.
6. Ensuring that adequate operational planning and financial control systems are in place.
7. Ensuring that the operating objectives and standards of performance are not only understood but owned by the management and other employees.
8. Closely monitoring the operating and financial results against plans and budgets.
9. Taking immediate action where necessary and informing the Board of significant changes.
10. Providing leadership to the management and employees.
11. Assuming full accountability to the Board for all IDB operations.
12. Building and maintaining an effective executive team.
13. Representing the IDB at meetings with major stakeholders, contributing councils, professional associations, key stakeholders and other outside agencies.
14. Managing the IDB day to day. Delegated authority to take any decision has been given to the Chief Executive by the Board, unless otherwise reserved to the Board and noted in the schedule of reserved matters/ Scheme of Delegation.