

## **BHSCT Charitable Trust Funds Chair of Management Committee**

### **Roles and Responsibilities of the Chair of the Management Committee**

The chair of the Management Committee will be responsible for the following:

- a. Ensuring the committee meets for a minimum of 4 times annually and convene meetings as necessary and that the Committee deals with such business as the Charitable Funds Advisory Committee directs.
- b. Ensuring that each committee member has attended the required training and has signed a declaration that he/she has read and understood the BHSCT Framework for the management of Charitable Funds.
- c. Ensuring the Committee is presented with an agenda and relevant reports on a timely basis.
- d. Ensuring that minutes and relevant papers are circulated to all committee members
- e. Ensuring the Committee members with an interest in matters under discussion advises the Chair in advance and before the matter is discussed, or as soon as the interest becomes apparent, declares that he/she has a personal and prejudicial interest in item on the agenda and state the reason. He/she should if appropriate, speak on the subject and then leave the room while the matter is being discussed and abstains from the vote.
- f. Ensuring that if he/she has an interest in a particular application for expenditure from any fund under their management that approval for such expenditure shall be at the discretion of the next level in the authorisation framework.
- g. The post comes with a 3 year term with a maximum of two consecutive terms served as a committee member.



**Application Form  
BHSCT Charitable Trust Funds  
Chair of Management Committee**

Which CTF Management Committee do you wish to be considered for? Please indicate

- Medical Specialities
- Anaesthetics & Critical Care
- General Medicine & Surgery including Dentistry
- Mental Health & Learning Disability
- Obstetrics & Gynaecology
- Paediatrics
- Diagnostics & Allied Health Professions
- General Purpose
- Research
- Oncology
- Medical Restricted Fund
- Non-Medical Restricted Fund

Applicant Name: \_\_\_\_\_

BHSCT Staff Number: \_\_\_\_\_

Job Title: \_\_\_\_\_

Directorate: \_\_\_\_\_





**Application Form  
BHSCT Charitable Trust Funds  
Chair of Management Committee**

Can you advise if you are involved in outside charities, which may have an association with Belfast HSC Trust and detail your level of involvement.

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Signed Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

I can confirm that I am in full support of this application

Signed: \_\_\_\_\_

**Directorate Manager**

Please return to [kate.mcdonald@belfasttrust.hscni.net](mailto:kate.mcdonald@belfasttrust.hscni.net) by 4pm Friday 25 June 2021

## **Application Form BHSCT Charitable Trust Funds Chair of Management Committee**

### **Roles and Responsibilities of the Management Committees**

- The CTF Management Committees are authorised by the Trust Board via CFAC to undertake any activity within their terms of reference. Employees are directed to cooperate with requests made by the Committee.
- All of the controls which apply to the management of Public Funds apply to Charitable Funds. This includes the adherence to Procurement, Travel and Subsistence, Recruitment, and other policies to ensure that a sound system of cooperate governance and internal control is maintained, which supports the achievement of the organisation’s policy, aims and objectives, whilst safeguarding Charitable and Public Funds.
- The provision of an Annual Plan, which will be presented to the Trustees (Trust Board) for approval. The plan will set out the direction and strategic approach for the management of the funds in the year ahead and propose allocation of resources from the fund towards high-level strategic aims and objectives in line with those from the BHSCT.
- The committee will be responsible for the implementation of the approved Plan.
- The normal purposes to which funds may be applied include all relevant expenditure likely to assist in the provision of health and social services in accordance with current legislation relating to Charitable funds as well as Standing Financial Instructions and associated operational procedures of the Trust.
- They are accountable for the authorisations of expenditure from the fund under its management control.
- Oversee the fund In line with direction from the Charitable Funds Advisory Committee, (CFAC) in accordance with the BHSCT framework for the management of Charitable Funds and in compliance with current legislation.
- Ensure the assets in ownership of, or used by, the Charitable fund will be maintained with the Trusts general estate and inventory of assets.
- Ensure the funds are not unduly or unnecessarily accumulated including promotion and awareness of existence, purpose and accessibility of Charitable Funds to all staff.
- Have authority to sign approvals in accordance with the Charitable Funds Authorisation Framework
- Ensure the relevant records are maintained and decisions recorded for audit purposes.
- Respond in conjunction with Finance to audit queries providing information as and when required.
- Ensure that expenditure from CTF is subject to appropriate value for money considerations including proper procurement procedures where applicable. These may include Business Cases, Procurement Procedures, Recruitment Procedures , and all Trust protocols relating to the expenditure to be incurred.
- Ensure that all relevant paperwork is in place for applications which will be forwarded to CFAC/Trust Board
- Review all relevant applications value in accordance with the strategic plan and make awards accordingly
- Review at least 4 times annually reports on all expenditure to ensure that all expenditure is appropriate and within guidelines.



**caring supporting improving together**

- Formally record and submit approved minutes of meetings of the Committee to the CFAC for noting.
- Ratify all expenditure within its delegated level in accordance with the Authorisation Framework
- Review and refer request for funding in excess of the Committee's delegated authority to the CFAC and therefrom to the Trust Board as appropriate
- The term of the committee member shall be two years which may be renewed for a maximum of two consecutive terms.
- Any changes to the Terms of Reference will be authorised by the Trust Board.

