

## **Focus on Farnworth Board Member Role Description**

### **Who we are**

Focus on Farnworth is working on a 10-year plan to make Farnworth a better place to live, work and visit.

Our big goal is:

**To make Farnworth a bright, safe, and welcoming place for everyone.**

We want to build strong communities and good partnerships, so that everyone can enjoy living here. The people of Farnworth will help shape the changes.

Our Vision is:

*“Farnworth as a place, is vibrant, accessible and safe with a focus on inclusivity and strong communities, encouraging sustainable partnerships for all to thrive.*

*We have built on the existing strong community foundations to create a welcoming, trusting and aspirational place where people choose to live, study, work and invest.*

*The new Farnworth has been moulded by its residents, community groups, businesses and wider stakeholders.*

*It is a place where people feel are safe, prosperous and happy.”*

### **What is a Board Member?**

A Board Member helps to lead and guide Focus on Farnworth.

The Board works together with the Council team to make big decisions and check that the project is going well.

### **What you will do as a Board Member:**

- Help lead the project and make decisions as part of the team
- Follow the **Seven Principles of Public Life** (like being honest and fair)
- Give advice and recommendations to the main staff member (called the Principal Project Officer)
- Help check how well the project is doing
- Read documents before meetings
- Help approve the annual budget (how we plan to spend the money)
- Follow all the rules about safety, money, and the law
- Help find and choose new Board Members
- Help make sure decisions are put into action
- Join smaller working groups if needed
- Speak to other people about the work we are doing
- Make sure the team includes people from all parts of the Farnworth community
- Be fully transparent in your actions, declaring any potential conflict of interest to the Board and acting with integrity and honesty whilst serving the Board and the local community of Farnworth

- Agree and adhere to both the Terms of Reference and Code of Conduct for the Focus on Farnworth Neighbourhood Board

This is not a complete statement of all duties and responsibilities of this role. Board members may be asked to perform any other duties as directed by the Board.

### **Time and commitment**

- You will join the Board for 4 years (For Elected Ward Members this will be reviewed alongside the Term of Office with Bolton Council)
- You may be asked to do another 3 years after that
- The full Board meets monthly on a Friday morning.
- Smaller meetings may happen in between
- Attend meetings of the Board wherever possible, sending apologies in advance to the Chair if unable to attend.
- If board members miss three consecutive meetings without adequate reason, they will be asked to resign by the Chair, and if necessary, may be removed from the Board following a vote by the members of the Board.

### **Who we are looking for**

We want someone who:

- Cares about Farnworth
- Has some leadership experience in work, the community, or volunteering
- Can bring other good people to the Board
- Has experience in areas like business, health, schools, or community work
- Understands what Focus on Farnworth is trying to do
- Can build good relationships with different people
- Is honest, trustworthy, and wants to help others

5. Represent the interests and agreed position of the Board in all discussions with partners, stakeholders, Government, and its agencies. 6. Support the Chair by leading on activities relevant to their knowledge and experience. 7. Championing the programme and its projects. 8. Actively foster a culture of collaboration and partnership working.

### **Payment**

This is a volunteer role. You won't get paid, but we will cover any travel or other costs if the work takes you outside the Bolton area.

### **Find out more**

Visit our website: <https://focusonfarnworth.org>