



## COMPANY MEMBER ROLE DESCRIPTION

**Role Title:** Company Member

**Key Contact:** Chair of the Board of Trustees

<b>Role Purpose</b>
<p>Company Members play a key role in the governance of the Charity.</p> <p>Primarily Company Members are invited to attend the Annual General Meeting (AGM) of the Charity where they are able to:</p> <ul style="list-style-type: none"> <li>• ask questions of the Board of Trustees and the Senior Leadership Team;</li> <li>• receive information about the annual accounts and confirm the Charity’s auditor;</li> <li>• elect Trustees;</li> <li>• debate and vote on resolutions that change the Charity’s constitution; and</li> <li>• present their own resolutions for debate (within legal frameworks).</li> </ul>

<b>Key Activities</b>	
<p>Effectively undertake your duties as a Company Member</p>	<ul style="list-style-type: none"> <li>• Attend the AGM of the Charity using your vote carefully and in the best interests of the Charity as a national organisation.</li> <li>• Declare any conflicts of interest that may influence your ability to vote as above.</li> <li>• Use your proxy vote if you are unable to attend the AGM.</li> </ul>
<p>Ensure you have sufficient knowledge and understanding to vote in an informed manner</p>	<ul style="list-style-type: none"> <li>• Keep informed about developments within the Charity.</li> <li>• Carefully read any documents or information that will enable you to participate and vote at the AGM in a more informed way.</li> </ul>

<p>Be an ambassador for the Charity</p>	<ul style="list-style-type: none"> <li>• Be positive in your communications about the Charity's work to members of the fire services community and the general public.</li> </ul>
<p>Participate in other activities as appropriate</p>	<ul style="list-style-type: none"> <li>• Attend any additional meetings which involve Company Members (including but not limited to an Extraordinary General Meeting or Company Member Conference)</li> <li>• Potentially participate in additional activities (e.g. consultative forums, Trustee recruitment or Trustee sub committees)</li> </ul>

<p><b>Role Requirements</b></p>
<p>Company Members should have:</p> <ul style="list-style-type: none"> <li>• empathy for the Charity's aims and objectives;</li> <li>• time to fully engage in governance role, particularly in relation to the Annual General Meeting;</li> <li>• sufficient knowledge, or willingness to acquire sufficient knowledge, to vote in an informed manner; and</li> <li>• the ability to undertake the role in the best interests of the Charity as a national organisation.</li> </ul> <p>In addition, Company Members need to have a direct association with the fire services community.</p> <p>Those appointed as Company Members must operate within the Charity's Code of Conduct.</p>