

## Exercises using the NOS

– with a Board or Management Committee

### Exercise 2 *How do we fit?*

#### Aim:

To identify whether trustees understand and fulfil the responsibilities outlined in the NOS

#### Outcome:

An action plan of how to meet the responsibilities required by the NOS

#### Steps:

1. Prepare copies of the ‘responsibilities’ sections of the NOS texts with a column on the right hand side of the page. A sample is overleaf, or use the downloadable version from Governance Hub website.

2. Split the board into four groups and ask each group to go through one unit and indicate in the checklist column whether they:

1. understand this responsibility and feel competent
2. understand it partly but would like to strengthen it
3. see this as an area that needs discussion and development

Alternatively, ask board members to do this in advance at home as part of their meeting preparation and send the results to a board or staff member who will collate them.

<b>Unit 1: Statements of performance</b> <b>When safeguarding and promoting the values of the organisation, as trustees you are responsible for:</b>	<b>Indicate * 1, 2 or 3</b>
1. ensuring that you are clear about why the organisation exists, what it stands for, and that you promote the values, aims and ethos so that it accomplishes its mission.	
2. setting the strategic direction of the organisation.	
3. acting in a manner consistent with the values and mission of the organisation.	
4. ensuring that the organisation's values and mission are clearly stated and can be understood and recognised by beneficiaries and by stakeholders.	
5. regularly reviewing the values and mission of the organisation to ensure that: a. they continue to remain valid and relevant, and b. they take account of changes external to the organisation eg. legal, political and economic c. the governing documents reflect this.	
6. ensuring compliance with the organisation's objects, and upholding the values of the organisation and its governing documents.	
7. ensuring decisions relating to these responsibilities are made in the best interests of the organisation and its beneficiaries.	
8. ensuring that the organisation is not unduly influenced by external organisations or individuals.	

\* 1. means you understand this and feel competent. 2. means you would like to strengthen this.  
3. means you think this needs discussion.

3. Collate the results and produce an action plan template based on the points that have scored 2 or 3. An example is below.

For each action point, consider what kind of response is needed:

- Learning or information for the board?
- Review of an area of policy?
- Getting some expert advice?
- Further research into options?
- Other?

<b>NOS Unit Reference</b>	<b>Key issue</b>	<b>Whether scored 2 or 3</b>	<b>What we need to do</b>