



**AXE BRUE & PARRETT  
INTERNAL DRAINAGE BOARDS**

**GOVERNANCE**

**DIVISION OF RESPONSIBILITIES BETWEEN  
CHAIR AND CHIEF EXECUTIVE**

Version 1

Approved by the Boards:

Axe Brue IDB: 24 January 2014

Parrett IDB: 28 January 2014

## Introduction

This document lists the division of responsibilities for running the Board between the Chair and Chief Executive.

## The Chairman

**The Chairman is responsible for running the Board.**

**Key responsibilities include:**

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

## The Chief Executive

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

1. Delivering the operational performance of the IDB, as dictated by the Board's overall strategy
2. Formulating and successfully implementing Board policy
3. Developing strategic operating plans that reflect the longer term corporate objectives and priorities established by the Board
4. Maintaining an on-going dialogue with the chairman of the Board
5. Ensuring that adequate operational planning and financial control systems are in place
6. Ensuring that the operating objectives and standards of performance are not only understood but owned by the management and other employees
7. Closely monitoring the operating and financial results against plans and budgets
8. Taking remedial action where necessary and informing the Board of significant changes
9. Providing leadership to the management and employees
10. Assuming full accountability to the Board for all IDB operations
11. Building and maintaining an effective executive team
12. Representing the IDB at meetings with major ratepayers, contributing councils, professional associations and key stakeholders
13. 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