

**King's Lynn Internal Drainage Board**  
**Roles of Chairman and Chief Executive**  
**Division of Responsibilities**

**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. Deciding whether or not a member of the board can vote on any issue, where the member has a prejudicial interest, as set out in the Members Code of Conduct and the Standing Orders;
8. Promoting effective relationships and open communication, both inside and outside the boardroom, between the non-executive board members and the executive team;
9. Overseeing the induction and development of board members;
10. Ensuring the board focuses on its key tasks;
11. Engaging the board in assessing and improving its performance;
12. Ensuring effective implementation of board decisions;
13. Establishing a close relationship of trust with the chief executive, providing support and advice, while respecting executive responsibility;
14. Representing the board and presenting the board's aims and policies to the outside world;
15. Understanding the views of ratepayers, contributing councils and key stakeholders and ensuring that effective lines of communication exist with the board;
16. Convening emergency meetings of the board.

**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 and board resolutions;
3. Developing strategic operating plans that reflect the longer term corporate objectives and priorities established by the board;
4. Maintaining an ongoing 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, key partners and stakeholders;
13. Managing the IDB business day to day and acting as the Returning Officer, as defined in the Land Drainage (Election of Drainage Boards) Regulations 1938 (as amended);
14. Chairing the Chief Executive's Management Committee.