

Role Description

Non-Executive Director

Role summary – main purpose of the position:

As a member of the Board, to further the organisation’s mission, manage its business, and make sure that it fulfils its statutory duties. As an individual, to fulfil the statutory duties of a Director.

Main duties:

1. Shape the organisation’s mission and strategic direction.

- Shape and clarify mission and vision.
- Participate in strategic and policy decision-making.

2. Monitor and improve performance.

- Oversee financial management; ensure appropriate risk management.
- Monitor performance and ensure accountability.
- Improve board performance.

3. Ensure leadership and resources.

- Ensure adequate financial resources.
- Provide expertise, and access to people, for organisational needs.
- Select, evaluate and develop Chief Executive.
- Build and enhance reputation of the organisation.

4. Ensure accountability for activities to relevant parties.

- Ensure accountability to Supporters (members), as appropriate.
- Ensure accountability to customers, as appropriate.
- Ensure accountability to clients, as appropriate.
- Ensure accountability to staff and volunteers, as appropriate.

5. Make sure that the organisation fulfils its statutory duties.

- Ensure that the organisation maintains full and accurate accounting records for each financial period.
- Produce a Directors’ report and accounts for each financial year.
- Ensure that all statutory documents are prepared and filed with the appropriate regulatory body as and when required.
- Promote and ensure health and safety throughout the organisation.
- Promote and ensure equity and diversity across the organisation.

6. Fulfil the statutory duties of a Director.

- Act within powers.
- Promote the success of the organisation.
- Exercise independent judgment.
- Exercise reasonable care, skill and diligence.
- Avoid conflicts of interest.
- Not accept benefits from third parties.
- Declare any interest in an existing or proposed transaction or arrangement.

General expectations.

1. Work within the organisation's mission and values.
2. Contribute to organisational planning and development.
3. Work in accordance with all policies and procedures of the organisation.
4. Work in accordance with all relevant legislation.
5. Contribute to the organisation's marketing and publicity.
6. Undergo an annual appraisal.
7. Identify and do learning and development, as appropriate.
8. Undertake any other duties appropriate to the role, as required.

Person Specification

Non-Executive Director

Requirements	Essential/ Desirable	Method of Assessment
1. Skills and competencies		
(a) Ability to exercise independent judgement.	E	A / I
(b) Ability to constructively challenge and to contribute to the development of strategy and policy.	E	A / I
(c) Ability to scrutinise the performance of management in meeting agreed goals, and to monitor the reporting of performance.	E	A / I
(d) Ability to analyse financial information, financial controls and risk management.	D	A / I
(e) Ability to ensure leadership and resources, especially the Chief Executive.	E	A / I
(f) Good written and verbal communication and active listening skills.	E	A / I
(g) Good information technology skills.	D	A / I
2. Knowledge – type and depth		
(a) Knowledge and awareness of the areas and communities with which the organisation works, and their key issues.	D	A / I
(b) Knowledge of economic development (inclusive economy, business, or skills and work) or social development (health and well-being, life chances, social mobility, environment, or housing).	D	A / I
3. Learning and development – type and depth		
(a) Discipline to follow learning, development or training through to completion.	E	A / I
4. Experience – quality and relevance		
(a) Broad and varied life experience.	E	A / I
(b) Experience of making significant or difficult decisions about an organisation.	D	A / I
(c) Significant experience of running a social enterprise or a commercial business.	D	A / I
(d) Experience of working effectively as a member of a high-level team.	D	A / I

Requirements	Essential/ Desirable	Method of Assessment
(e) Experience of communities and/or one or more of these key areas: business planning; finance; governance; creativity and innovation; law; marketing; organisational development; people and workforce; project quality and delivery; regeneration.	E	A / I
5. Personal qualities and circumstances <i>- essential and directly relevant to role</i>		
(a) Strong desire to make the world a happier and healthier place to live.	E	A / I
(b) Ability to act honestly, reasonably and with integrity.	E	A / I
(c) Committed to promoting the core values of the organisation.	E	A / I
(d) Active commitment to equity and diversity.	E	A / I
(e) Able to contribute 4-6 hours per month to attend meetings and contribute.	E	A / I

A = application form
E = exercise
I = interview
T = test