**ROLE** **PROFILE**

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**Non-Executive Board Member**

Board members provide strategic leadership, monitor the overall performance of the organisation and take responsibility for decisions about the organisation’s finances, standards and policies, ensuring the highest levels of assurance from the Executive Management Team.

**Key Responsibilities and Standards of Performance**

**To oversee and set the long-term strategic direction including monitoring risk**

* To collectively set and uphold the mission, vision, values, strategic objectives for the organisation.
* To contribute to establishing a framework for approving policies and plans to achieve those objectives.
* To ensure major risks to which the organisation is exposed are reviewed regularly and an effective risk management framework is maintained.
* To collectively approve appropriate levels of remuneration for the Chief Executive and Executive Team.

**To ensure that the board fulfils its duties and responsibilities for the proper governance of the organisation including compliance**

* To comply fully with the organisation’s governing framework, including rules, standing orders, policies and procedures.
* To contribute to and share responsibility for decisions of the Board and any committee of the Board of which you are a member. To make such decisions always in the best, long-term interests of the organisation.
* To satisfy yourself that the organisation’s affairs are conducted lawfully and in accordance with regulatory requirements and accepted standards of performance and probity.
* To take overall responsibility for the organisation’s self-evaluation.
* To work in partnership with the Chief Executive and the Executive Team; to constructively challenge issues and only in the best interests of the organisation.

**To ensure an effective business plan and budget is in place**

* To satisfy yourself as to the integrity of financial information and ensure that financial dealings are systematically accounted for and audited, and that all loan covenants are complied with.
* To approve each year’s accounts prior to publication and approve each year’s budget and business plan.

**To ensure that performance is monitored and managed through internal controls and delegation**

* To monitor performance at a strategic level in relation to plans, budgets, controls and decisions and also in the light of customer feedback and the performance of comparable organisations.
* To ensure there are appropriate mechanisms, both internal and external, to verify that the Board receives a balanced and accurate picture of how the organisation is performing.
* To ensure that internal controls and systems are audited and reviewed regularly.
* To participate in regular reviews of Board and individual Board member performance appraisals; to participate in Board development and training and in other learning activities as required.
* To ensure mechanisms are in place to receive feedback from stakeholders.

**Key attributes**

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| Strategic Awareness | Be aware of current environmental factors and issues that could have an impact on the organisation. |
| Result focused | Be focussed on achieving results and able to balance social interest, commercial interest and business needs. |
| Business acumen | Able to identify opportunities for the potential benefit of the organisation. Seeks new knowledge and information to increase knowledge of sector and wider environment. |
| Analysis and decision making | Is conscientious and well prepared for board duties and can insist on appropriate levels of detail to provide assurance.  Able to critically appraise information and make sound interpretations.  Able to exercise reasonable judgement, make decisions and take action. |
| Communication skills | Able to convey messages, complex ideas and opinions with clarity and accuracy.  Listens to ensure clarity of understanding and asks questions to ensure full comprehension.  Is open and honest when communicating with others and will invite and accept constructive feedback. |

**Responsibilities:**

In addition to their main duties, a Board member is expected to:

* Attend Board meetings which includes Committees and Board Development Days.
* Attend all training and development arranged by Tai Tarian.
* Comply with the Data Protection Act at all times and respect the confidentiality

of information received.

* Adhere to the organisation’s Equality, ~~&~~ Diversity and Inclusion Policy and other policies of the organisation
* Uphold and adhere to the Code of Conduct for Board Members.
* Establish and maintain a constructive working relationship with the Chair, other Board members, the Executive Management Team and the Corporate Services Team.
* To act reasonably and always in the best interests of the organisation.
* Providing an excellent customer experience to everyone you come into contact with and being an ambassador for the organisation.

**Time Commitment and Terms and Conditions:**

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| Time commitment | On average 1.5 days per month |
| Remuneration | Per annum, as set by the Board |
| Expenses | See Non-Executive Board Membership Policy |
| Equipment issued | Laptop and iPad |
| Other duties | Board members may also be asked to sit on committees and the Subsidiary Board |