



THE ROYAL BOROUGH OF
KENSINGTON
AND CHELSEA

Youth Support and Development Service: Employee Led Mutual

Role Description: Non-Executive Directors

Summary:

The Board of Directors is responsible for the management of the affairs of the YSDS ELM. The company will be limited by guarantee. It conducts its business through properly regulated meetings and follows agreed processes and procedures. An individual Director does not have any authority (unless delegated) outside of the group and the meetings. The Board is elected as per the Terms of Reference.

The Board scrutinises, amends and ratifies the proposed strategic direction and financial plan of the ELM as presented to them by the Managing Director and the Business Management Team. The Board is legally responsible for all decisions made within the ELM and will oversee the work of the Business Management Team. In addition the Board of Directors is responsible for ensuring that all decisions and work is carried out is in line with the ELM's constitution.

Responsibilities:

In co-operation with other Board colleagues, each Non-Executive Director has a duty to:

- Ensure that the organisation conducts its affairs in accordance with its constitution and the law at all times.
- Ensure the organisation is maintained in sound financial condition and manages risk.
- Ensure the enterprise acts in accordance with its mission, vision and values.
- Sets clear strategic and tactical plans for its development, transition and implementation of appropriate systems for monitoring and reviewing progress.
- Approve and monitors the annual budget and financial plan.

Specific tasks:

- Attend meetings regularly and punctually.
- Work in partnership with other Board members, including Board members elected by employees, in order to deliver the business ambitions for the enterprise.
- Provide business and commercial expertise and knowledge to the running of the enterprise.
- Make every effort to ensure that they are properly informed and up to date on the developments within the organisation.
- To receive and read reports from sub-committees and other Board members.
- Make decisions about the running of the organisation based on reports received.
- Attend and participate in opportunities for training.
- Maintain confidentiality and exercise proper discretion at all times in regard to the organisation's affairs.
- Act in good faith in what they honestly believe to be the best interests of the company, and not for any collateral purpose. This means that, particularly in the event of a conflict of interest between the company's interests and their own, the directors must always favour the company.
- Act with due skill and care.
- Consider the interests of employees of the company.
- Provide support and encouragement to staff with due regard to the line management structures as appropriate.
- Observe all policies and procedures agreed by the Board in day to day and strategic matters.
- Actively participate in promoting the work and image of the enterprise.