

Board Director role profile – Salford RD Holdings Limited (“The Society”)

Key Tasks

- Ensure that the Society and any subsidiary companies act at all times in line with all relevant rules, legislation and all other regulatory requirements.
- Ensure that they understand and are committed to the constitution and other governing documents of the Society.
- Ensure that all the assets of the Society are well managed and maximised where possible.
- Ensure that the Society makes the necessary returns to the Financial Conduct Authority and regulatory bodies as required.
- Take responsibility for strategic planning, and for ensuring policy formulation, goal setting, monitoring and evaluation performance and service delivery takes place.
- Understand and approve the Society accounts, budgeting and financial plans.
- Ensure that the Society manages its finances and other resources prudently and efficiently and is able to account for all income, expenditure, investments etc. at any time and is financially stable.
- Assist with seeking opportunities for fundraising and sponsorship where appropriate.
- Attend meetings on a regular basis and read all the papers, contribute to the discussions and participate in decision making.
- Contribute to sub committees and advisory groups where appropriate.
- Ensure that actions and decisions assigned and recorded at Board or sub-committee meetings are undertaken within agreed time scales.
- Keep informed on issues which affect the Society and to promote the Society externally.
- Assist with obtaining and representing the views, concerns, queries and suggestions of the Society’s membership, and ensure their consideration in the formulation of Society strategy and policy.
- Contribute to all Society publications and reports as practical and necessary.
- Act at all times in the best interests of the Society and its members and safeguard the good name and values of the Society.
- Participate in tasks as required over and above management committee and Board meetings.
- To declare any conflicts of interest as soon as they are known.

Qualities Required

- Honesty and integrity.
- Respect for the views of others.
- Commitment to accept responsibility for the key tasks as allocated by the Board and Society membership.
- Commitment to democratic decision making and the values of the Society.
- Commitment to support all decisions and initiatives undertaken by the Board and Society members.
- Commitment to social responsibility and to support the communities the Society works with.

Skills Required

- Good written and verbal communication skills.
- Understanding of all or specific issues faced by membership of the Society.

Responsible to

- The membership of the Society.
- The Society Board.

Time Commitment

- Approximate 10 hours per month