

# The Role of the Director

All board members are required to act in the best interests of the Society in accordance with its rules, code of practice and relevant legislation. Inspire follows the Charity Governance Code.

## Main duties and responsibilities

The main duties and responsibilities of the Directors are to;

- Have and accept ultimate responsibility for directing the affairs of the Society and ensure that it is well-run and delivering the outcomes for the benefit of the public for which it has been set up;
- Ensure that the Society complies with the law, and with the requirements of the Financial Conduct Authority as regulator and any other regulators (if any) which govern the activities of the Society;
- Ensure that the Society does not breach any of the requirements or rules set out in its governing documents and that it remains true to the purpose and objects set out there;
- Act in Inspire's best interests, with integrity and avoiding any personal conflicts of interest;
- Manage the Society's resources responsibly, ensuring it is solvent, using funds and assets reasonably, and only in furtherance of the Society's objects;
- Act with reasonable care and skill, using your personal skills and experience as needed to ensure that the Society is well-run and efficient;
- Ensure Inspire is accountable to regulators and members;
- Avoid undertaking activities that might place the Society's, funds, assets or reputation at undue risk;
- Consider getting external professional advice on all matters where there may be material risk to the Society, or where the board members may be in breach of their duties;
- Participate fully in the work of the board, ensuring the collective responsibility of the board of trustees;
- Attend and chair (if applicable) committees and ad hoc meetings of the main board;
- Participate in a board induction, development, training and other evaluation identified as an individual and as part of the board or committee;
- Undergo an individual and board performance appraisal, and attend any additional training highlighted as a result of the evaluation process;
- Maintain absolute confidentiality about all aspects of the Society's business, bearing in mind the overriding legal obligations placed upon directors.

## Person specification

The following characteristics, knowledge and experiences (or commitment to gaining them) would be advantageous to the role of director:

- A high level of understanding and interest in the work of Inspire
- A commitment to the values and principles of the Society
- Strong business and financial acumen
- Experience of committee work
- Highly developed interpersonal and communication skills
- The ability to understand complex strategic issues, critically assess, analyse and resolve difficult problems
- Sound, independent judgement, courage, common sense and diplomacy
- To be politically astute, with the ability to grasp relevant issues and understand relationships between interested parties
- To have sufficient time and commitment to fulfil the role
- The ability to listen to and welcome alternative opinions and experiences
- Flexibility in thinking
- A desire to implement the highest standards of governance.

## **Eligibility**

Candidates must be at least 16 years of age and legally eligible to become a board Director, i.e. you must not be eligible for automatic disqualification by The Charity Commission (see <https://www.gov.uk/guidance/automatic-disqualification-rule-changes-guidance-for-charities>)

## **Time Commitment**

There are 4 meetings a year plus the annual development away day and you will be asked to join one or more of our 5 board committees (either in person or online). You will also receive invitations to some of Inspire's fantastic range of cultural events around Nottinghamshire.

## **Expenses**

This is a voluntary role without a salary, but reasonable expenses incurred in relation to the role may be claimed back from Inspire.

## **Length of Appointment**

For Co-opted and Community directors, terms of office are for three years, with a maximum of two terms of office (with the ability for this to be extended subject to exceptional circumstances). The Staff Director term is for three years, with a maximum of two terms of office.