

Director Job Description

Duties and Responsibilities

The duties of a Director are:

- to ensure that the organisation complies with its constitution, organisation law, and any other relevant legislation or regulations
- to ensure that the organisation pursues its objectives as defined in its memorandum and Articles of Association
- to ensure the organisation applies its resources exclusively in pursuance of its objectives, i.e. the organisation must not spend money on activities which are not included in its own objectives, no matter how worthwhile or charitable those activities are
- to contribute actively to the board of Directors' role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- to develop and safeguard the good name and values of the organisation
- to represent the company at functions and meetings as appropriate
- to declare any conflict of interest while carrying out the duties of a Director
- to be collectively responsible for the actions of the organisation and other Directors
- to ensure the effective and efficient administration of the organisation
- to ensure the financial stability of the organisation
- to protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds
- to make sure the organisation is properly insured against all reasonable liabilities
- to attend meetings, and to read papers in advance of meetings
- to attend sub-committee meetings as appropriate
- to participate in other tasks as arise from time to time
- to keep informed about the activities of the organisation and wider issues which affect its work
- In addition to the above statutory duties of all Directors, each Director should use any specific knowledge or experience they have to help the board of Directors reach sound decisions. This will involve scrutinizing board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the board on new initiatives, or other issues relevant to the area of the organisation's work in which the Director has special expertise.