

Club Director Role Description

Purpose of the Role

The Directors are ultimately responsible, individually and collectively, for all the activity within Exeter Rowing Club (ERC) and ensure ERC complies with all relevant regulatory requirements and best practice. The Directors are responsible for setting the strategic direction of the organisation and for ensuring the delivery of the organisational purpose.

Roles and Responsibilities

1. To ensure that Exeter Rowing Club
 - a. complies with its governing document, company law and any other relevant legislation or regulations
 - b. uses its resources exclusively in pursuance of its objectives
2. To actively contribute, together with the other directors to ensuring that ERC has a clear strategic direction that meets the needs of its members and is focussed on achieving these.
3. To be an ambassador for ERC, safeguarding and developing the reputation.
4. To ensure the long-term financial stability of the organisation.
5. To protect and manage the assets of ERC taking all due care over their security, ensuring that they are used exclusively in pursuance of the agreed objectives.
6. To undertake appropriate training and personal development as required for the role.
7. To contribute actively to the Board of Directors, using any specific skills, knowledge or experience to help the Directors reach sound decisions. This may involve, but is not limited to:
 - a. Scrutinising papers and proposals
 - b. Leading discussions
 - c. Focusing on key issues
 - d. Providing guidance on new initiatives
 - e. Participating in Club Processes as a senior club official
 - f. Other issues in which the trustee has special expertise.
8. To declare any conflicts of interest whilst carrying out the duties of a trustee

Key Activities

- To read all relevant papers in advance of the meetings and prepare for the meetings.
- Undertake induction and training as required by the role.
- Keep in regular contact with ERC and the other Directors.
- Support the Officers of the club as required
- Promote ERC at all times
- Commitment to devoting time and attention to the role
- Adhere to all relevant Policies of ERC

Committee and Reporting Positions

Meeting	Participation
Board of Directors	Yes
Management Committee	By Invitation Only
Rowing Committee	By Invitation Only
Annual General Meeting	Yes
Other Meetings	General Meeting – As Required EWSA General Meetings – As Required

Expected Workload

- 10 hours per month, plus meetings.
- From time to time, Directors may be required to participate in various club procedures (disciplinary, grievance etc) and during these times additional work may be required.

Desired Skills, Qualifications and Experiences

- Commands confidence, with the skills and acumen to develop productive relationships with a range of people involved with ERC
- Sound judgement and ability to think corporately and strategically; ability to handle competing priorities and make informed decisions.
- Strong communication skills, with the ability to relate to, and communicate effectively with, people at all levels
- A resourceful individual who has credibility because of what they do and how they do it
- Experience of successfully working in a leadership role in an organisation and successfully dealing with strategic issues.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of directorship
- High standards of objectivity, accountability, integrity, openness, honesty and leadership.
- Good independent judgement and the ability to think creatively and to be resourceful.
- A willingness to speak your mind and to listen to others effectively
- The ability to work effectively as a member of a team
- The willingness to make and stand by collective decisions, including those which may be unpopular
- A commitment to the principles and practices to maintain confidentiality on confidential and/or sensitive information

Payment

This is a voluntary position and is therefore unpaid. ERC will pay reasonable out of pocket expenses incurred by a volunteer carrying out duties outlined in this role description

Evaluation

The role is not subject to any formal evaluation at this time, however the performance of the Directors as a group is subject to the approval of the wider membership who may choose to remove a director under the Club's Articles of Association.

Review & Approval Dates

The board reviews the role descriptions annually to ensure appropriate assignment of duties and responsibilities.