**JOB TITLE: MAIN BOARD DIRECTOR**

## JOB SUMMARY

To act as a main board Director to conduct the formal affairs of 41 Club

## RESPONSIBLE TO

The Membership of 41 Club

## DIRECT REPORTS

The National President in his role as Chairperson

## RESPONSIBILITIES AND DUTIES

**The Companies Acts** impose on Directors statutory duties they owe to their company, including:

- To act within the powers granted to them in the Articles of Association and the Association's constitution.
- To promote the success of 41 Club always acting in the best interests of the Association.
- To exercise independent judgement in all decision-making
- To use reasonable care, skill, and diligence at all times
- To avoid or declare any conflict of interest
- To avoid the acceptance of benefits from third parties or using their position to make private profits
- To declare an interest in a proposed transaction or arrangement with the company before it enters into such a transaction

**Other Duties of a Director** include:

- Determining and implementing policies and making decisions
- Preparing and filing statutory documents with Companies House or other agencies
- Preparing and filing of all necessary Tax Returns with the relevant authorities
- Calling meetings, including an annual meeting of members
- Maintaining and keeping records
- Binding the company to contracts with suppliers, lenders and others dealing with the company
- Applying all necessary confidentiality in carrying out these duties

## PERSON SPECIFICATION

### Skills and Knowledge

- Ability to meet Fit and Proper persons criteria

- Excellent interpersonal and communication skills, and ability to build rapport and credibility with a wide range of stakeholders.
- Ability to think creatively
- Ability to take personal responsibility and have the confidence to make difficult or potentially unpopular decisions.
- Ability to exercise judgement around sensitive issues.
- Strategic thinking and planning skills.
- Strong leadership and decision-making abilities.
- Ability to listen

A person cannot act as a Director if they are an undischarged bankrupt, currently banned under the terms of a director disqualification order or the company auditor.
There could also be circumstances whereby one of the above will not act as a Director
In such cases other members of National Council will be appointed in their stead

**Key Activities**

To implement decisions made by National Council and to take ultimate legal responsibility for all 41 Club matters