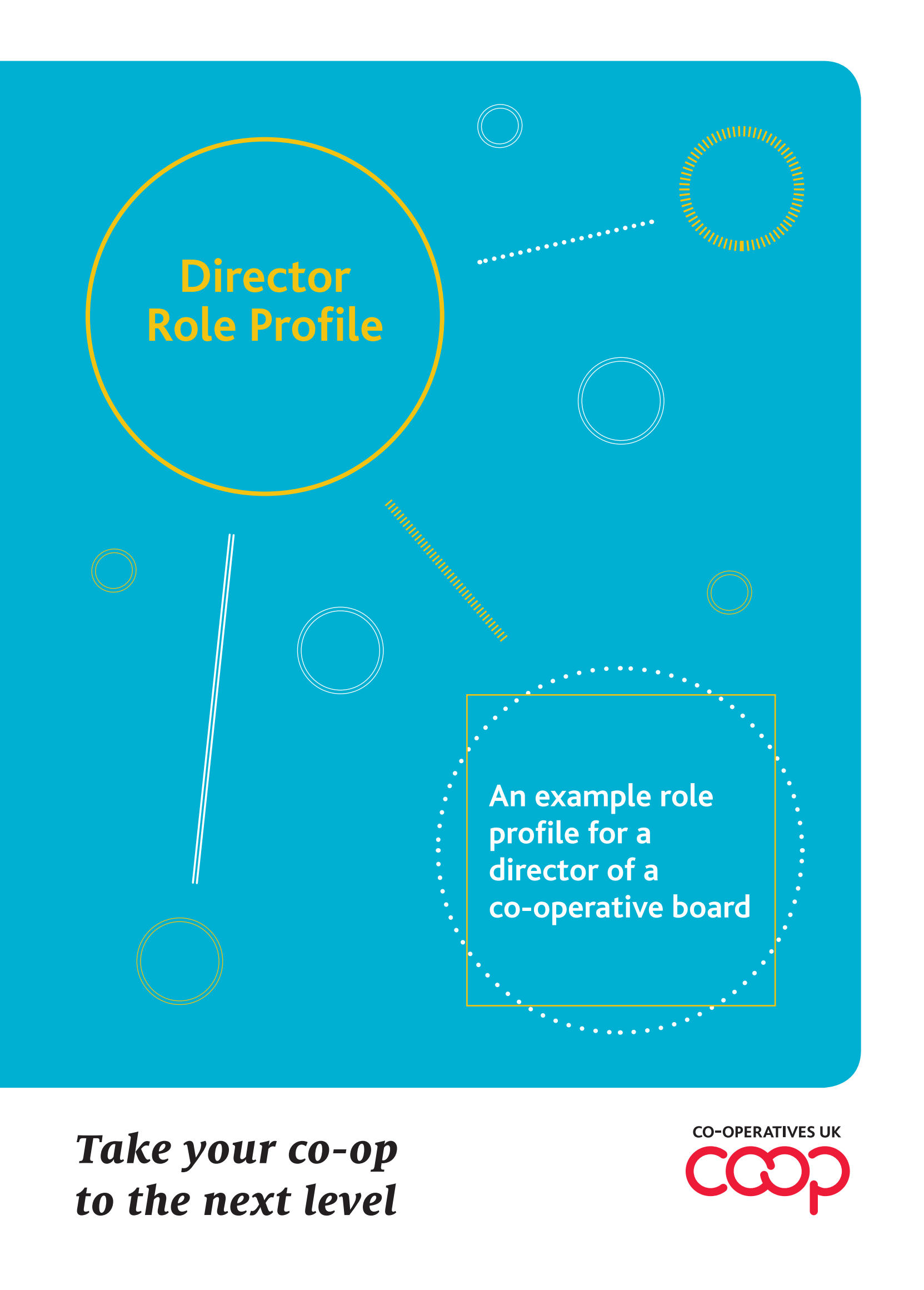




Director Role Profile

An example role
profile for a
director of a
co-operative board

***Take your co-op
to the next level***

Co-operative Director

PURPOSE OF ROLE

- To:
- Provide appropriate oversight, governance and leadership to [INSERT NAME OF CO-OPERATIVE] in the pursuit of its objects
 - Scrutinise the performance of [executive management] [senior staff] in meeting the co-operative's strategy.
 - Review and evaluate performance against agreed targets
 - Agree and monitor lines of delegation for decision making
 - Ensure the integrity of financial and other information, and that systems of risk management are robust and defensible
 - [Determine appropriate levels of remuneration of executive directors and have a prime role in appointing and where necessary removing, executive directors, and in succession planning.]
 - To ensure that decisions are made in the best interest of [INSERT NAME OF CO-OPERATIVE] and that the interests of members, employees and other stakeholders are considered in Board decisions.

KEY AREAS

COMPLIANCE

- With direction from the Secretary, comply with the co-operative's governing document, corporate law, and any other relevant legislation or regulations, [including the Corporate Governance Code for...].
- To comply with the statutory director duties.
- To abide by the co-operative's internal policies and processes.
- Ensuring that financial controls and risk management systems are robust and to play an active part in questioning information presented to the Board in these areas.
- To declare any conflict of interest while carrying out the duties of a director
- With the assistance of the Secretary, promoting the highest standards of corporate governance by complying with regulatory requirements and best practice, as and when appropriate.
- All board members are expected to act in a way that befits a representative of the co-operative, and are required to sign, and agree to abide by, the co-operative's Code of Conduct for Board Members.

STRATEGY & PERFORMANCE

- Ensure that the co-operative pursues its objectives as defined in its governing document
- To ensure the financial stability of the co-operative by ensuring that the co-operative applies its resources exclusively in pursuance of its objectives.
- To contribute actively to the board's role in giving firm strategic direction to the co-operative, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- To protect and manage the property of the co-operative and to ensure the proper investment of the co-operative's funds
- To make sure the co-operative is properly insured against all reasonable liabilities
- To be collectively responsible for the actions of the co-operative and those of the co-operative's other directors

VALUES

- To uphold the good name and values of the co-operative
- To safeguard the organisation's co-operative status and ensuring that the values and principles of co-operative are reflected in the co-operative's work.
- Ensuring that equality and diversity are promoted at all levels within the co-operative
- Ensuring the co-operative meets its commitments to its members and that their interests are central to Board discussions.

KEY AREAS cont...	
FUNCTIONAL DUTIES	• Participating fully in the work of the Board and playing an active role in the delivery of the Board’s corporate function • To represent the co-operative at functions and meetings as appropriate • Through the Secretary, to ensure the effective and efficient administration of the co-operative • To appoint and support the co-operative’s [executive management] [senior staff] and monitor their performance. • 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 co-operative’s work in which the director has special expertise • Attending meetings, [and a willingness to Chair meetings, where appropriate] and reading papers in advance of meetings • Attending sub-committee meetings as appropriate • Act on behalf of the co-operative at external meetings and events from time to time. • Keeping informed about the activities of the co-operative and wider issues which affect its work.
KEY RELATIONSHIPS	Internal • Building and maintaining close relations with fellow directors, members, [executive management] and employees. External • Building and maintaining close relations with stakeholders in the wider Co-operative Movement, professional advisors including the auditors.
OTHER	• Complete full induction process upon election • Undertake appropriate training and other methods of ongoing learning and development.
QUALIFICATIONS	• Practical experience from having held a similar position in another body. • [Has attended director/company direction training at a recognised director development body]
KEY EXPERIENCE, KNOWLEDGE & SKILLS	• A commitment to the co-operative, its values and principles and its objectives • A sound knowledge of the operating environment of [INSERT NAME OF CO-OPERATIVE] • Knowledge of the governance and legal framework applicable to [INSERT NAME OF CO-OPERATIVE] • A sound understanding and acceptance of the legal duties, responsibilities and liabilities of directors • Strategic vision and highly developed commercial experience • A proven record of financial management and budget setting • An understanding of human resources, performance management and change management in the context of an organisation of a similar size to the [INSERT NAME OF CO-OPERATIVE] • A proven record of financial management and budget setting • A proven record of managing risk and an understanding of risk management tools • A willingness to devote the necessary time and effort to their duties as a non-executive director • Sound, independent judgment and an ability to ask questions and challenge • An ability to think creatively • Willingness to embrace new technologies and ways of working. • An ability to work effectively as a member of a team • Demonstrable experience of building and maintaining sustainable relationships with stakeholders and colleagues to achieve organisational objectives • A successful negotiator with proven influencing skills • A proven record of successful team working and partnership working

Thousands of businesses, one network

Co-operatives UK is the network for Britain's thousands of co-operatives. We work to promote, develop and unite member-owned businesses across the economy. From high street retailers to community owned pubs, fan owned football clubs to farmer controlled businesses, co-operatives are everywhere and together they are worth £36 billion to the British economy.