

Job Description for a Board Director

Title:	Director
Accountable to:	Other directors, credit union members
Responsible for:	Credit union governance and stewardship
Location:	Advance Credit Union Ltd

Role Summary

Members of the board of directors carry individual and collective responsibility for the good governance of the credit union, including its safety and soundness as a financial institution. A director must maintain the relevant skills, knowledge and understanding to perform the role, together with the commitment of necessary time. A director must always be focused on the interests of the members, and have a commitment to co-operative values and principles. A director has no individual authority except where formally and explicitly delegated by the board of directors in a properly convened meeting.

Term of office

Directors are elected by the general membership of the credit union and serve a three-year term. Directors may not serve more than three consecutive terms. Directors who have served the maximum number of terms may apply for re-election to the board after at least a 12-month interval (as decided by the board) In cases of necessity, and in individual cases, the board can waive the maximum term period requirement but must report the reasons to the membership in the AGM.

Generic director responsibilities

A director carries these key responsibilities in collaboration with board colleagues:

- Setting the mission, strategic aims and values for the credit union, and ensuring a plan is in place to deliver these
- Showing strategic leadership in pursuit of the values and strategic aims
- Appointing the CEO to manage the organisation and implement the plan
- Supervising the performance of the credit union
- Identifying risk to the credit union and its objectives, and ensuring a risk management framework is in place
- Approving board policies for the credit union in accordance with its mission, values and objectives, and within legal and regulatory constraints
- Ensuring that mechanisms are in place to keep the credit union compliant with legal and regulatory obligations
- Ensuring processes are in place to sustain the board of directors and improve performance where possible
- Participate in electing a chair of the board to coordinate the activities of the board and ensure its effective performance in the interests of the members
- Attending board and committee meetings, participating regularly and constructively in discussion, challenging appropriately where necessary
- Serving on at least one sub-committee or project group when / if required and as appropriate

- Accepting collective responsibility for board decisions and collective accountability to the members, the regulator and other stakeholders
- Sustaining an effective democracy and a co-operative culture and values
- Representing the credit union to external parties as required
- Treating all credit union information confidentially and sensitively.

Additional director responsibilities

Some directors may carry additional responsibilities in the following areas, which are set out in more detail in relevant documents:

- Officer of the board, e.g. chair, secretary, treasurer
- Senior Manager Function(s) under the Senior Managers Regime
- Membership of sub-committee(s).

Core competencies, knowledge and experience

Competencies* (Essential = E, Desirable = D)		
*Competencies as noted here do not imply professional training, but an appropriate level of expertise in a given area.		
Strategy and planning (D)	Communication (D)	Member focus (E)
Leadership (D)	Co-operative working (D)	Critical thinking (E)
Knowledge and experience		
An ability to engage with the credit union's financial performance and reports (E)	Working on boards or in groups (D)	Knowledge of the credit union and of the credit union movement (D)
Knowledge of the common bond area and the needs of its communities (E)	Understanding of the regulatory and legal environment for the credit union (E)	Understanding of the financial service market and of competitors to the credit union (D)
Understanding of the processes and value of lending money to members (E)	Understanding of the principles of risk management in organisations (D)	

Accountabilities

Governance

- Attending, contributing to and supporting effective board meetings and records.
- Providing critical oversight and participating in board discussion.
- Ensuring succession and recruitment plans are in place to sustain the board.
- Ensuring effective reporting to members.

- Ensuring effective democratic processes are in place in accordance with the credit union rules.

Strategic leadership

- Maintaining understanding of relevant economic and competitor developments, and community issues relevant to members and the credit union.
- Representation of the credit union to external stakeholders.
- Setting strategic objectives, contributing to the strategic planning process and approval of the plan.
- Oversight of implementation of the strategic plan.

Business oversight

- Ensuring effective performance reporting and evaluation.
- Ensuring a risk management and controls framework is in place and that regulatory compliance is under management.
- Ensuring that there is effective internal and external audit of the governance and operations of the credit union.
- Ensuring that there is effective management of health and safety obligations.

Personal development and conduct

- Participating in board and individual director evaluation processes as determined by the board.
- Obtaining personal training and development as required to maintain or improve contribution.
- Maintaining a positive financial relationship with the credit union during the term of office.
- At all times acting with integrity and in line with the credit union's expectations of good conduct.

Expected time commitment

Total minimum commitment of 76 hours a year (1.5 hours per week average), based on:

- Five hours per month x 10 board meetings per year (two hours' preparation, three hours' attendance).
- Eight hours x one full planning day per year.
- Two hours x four sub-committee or project meetings per year.
- 12 hours a year for promoting the credit union as required, e.g. attending conferences.

Plus training and development as identified through development planning.

This time may be required on weekdays, evenings and weekends, subject to advance notice and based on discussion in relation to individual director circumstances.