

- TITLE:** Director
- FUNCTION:** Non-Executive Director of Bognor Regis Regeneration Board Ltd, a Company Limited by Guarantee
- AIM:** To ensure that the directions of the Management Committee and the Company's statutory duties and responsibilities are discharged in a timely and accurate manner.
- TERM:** Non-Executive Directors are appointed for a fixed term of 3 years. This is subject to renewal by 3 year increments without restriction as to the number of renewals, following a formal review by the Management Committee.

**RESPONSIBILITIES:**

- a. The Directors are responsible for ensuring that the Company complies with all relevant legislation and regulations;
- b. They are responsible for furthering the objects of the Company;
- c. They ensure that the policies and practices of the Company are in-keeping with its objectives;
- d. They take legal and financial responsibility to safeguard the assets and sustainability/resilience of the Company;
- e. They are responsible for ensuring accurate reporting of financial information and that appropriate controls and systems of risk management are robust and defensible;
- f. The Directors will be responsible for the entering into and monitoring of contracts, subject to resolved and minuted instruction from the Management Committee, including any loans/borrowing, credit agreements, guarantees and/or any arrangement which places a liability on the Company;
- g. In accordance with company law, the Directors must act in a way that they consider, in good faith, would be most likely to promote the success of the Company for the benefit of its members as a whole. When making decisions, Directors must also consider the likely consequences for various stakeholders, including employees, suppliers, customers and communities. They should also consider the impact on the environment, the reputation of the Company and the Company's success in the longer term;
- h. The Directors are responsible for safeguarding of employees;
- i. In practice, the Directors will delegate all of their responsibilities (to the full extent permitted by law) to the Management Committee. The Directors will remain responsible for all aspects of statutory compliance and implementing the decisions of the Management Committee.

**NOTES:**

Directors will be expected to attend Management Committee meetings at the request of the Chair or the Executive Director. Management Committee meetings normally take place quarterly and will be subject to a notice period of not less than three days. Directors will not have voting rights at Management Committee meetings unless they are separately a member of the Management Committee and all relevant declarations of interests have been made and allowed.

It is expected that the Director role would require a time commitment of no more than 2 hours per month. Directors shall not receive remuneration but relevant and proportionate expenses can be submitted to the Management Committee for approval in line with existing spending authority limits.