

Board of Directors Role Description

Purpose: To undertake all the functions of Directors of the charity by furthering the work of Scottish Refugee Council within its charitable objectives.

Main Tasks

1. To take part in formulating and regularly reviewing the strategic aims of Scottish Refugee Council, and their efficient delivery
2. With other Board members, to ensure that the policy and practices of Scottish Refugee Council are in keeping with its aims.
3. With other Board members, to ensure that Scottish Refugee Council functions within the legal and financial requirements of a charitable organisation and company limited by guarantee and strives to achieve best practice.

Main Duties

1. Formulating strategic aims

- Consider Scottish Refugee Council as a whole and its beneficiaries, whether as a director of the Board or any committees, sub-committees, task groups, etc.
- Reflect at all times Scottish Refugee Council's mission and principles, strategy and major policies.
- Contribute specific skills, interests and contacts and support Scottish Refugee Council in fundraising activities.

2. Ensuring that the requirements of company, charitable and other appropriate legislation and best governance practice are maintained

- Play a full part in ensuring that Scottish Refugee Council meets all its financial and legal obligations covered under company, charitable and other legislation e.g. employment.
- Ensure that Scottish Refugee Council is following up to date best practice in its governance functions.

3. Ensuring overall effectiveness and efficiency for the organisation

- Supporting the chief executive and senior management team in delivery of organisation objectives.
- Monitoring delivery and performance of the organisation.

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4. Ensuring policies and practices are in keeping with aims

- Follow the Code of Conduct at all times, particularly when exercising the functions of the Board, or any of its committees, sub-committees or groups.
- Attend meetings of the Board.
- Reflect the Board's policies and concerns on all its committees, sub-committees and groups.

5. Ensuring best practice

- Be an active member of the Board in exercising its responsibilities and functions.
- Maintain good relations with the chief executive and senior managerial staff.
- Take part in training sessions provided for the benefit for the members of the Board.
- Fulfil such other duties and assignments as may be required from time to time by the Board.