**BOARD DIRECTOR JOB DESCRIPTION (VOLUNTARY POSITION)**

**East Ayrshire Carers Centres Board of Directors must adhere to the five core principles as listed below:**

**Organisational Purpose**

Directors must be clear about the purpose and values of the organisation and how it will achieve its aims.

**Leadership**

Directors must be clear about their role and responsibilities, and provide strategic direction in line with the organisation’s purpose, vision and values.

**Board Behaviour**

Directors, both collectively and individually, must embrace and demonstrate mutual respect, integrity, openness and accountability.

**Control**

Directors will develop and implement appropriate controls to direct and oversee progress and performance of the organisation.

**Effectiveness**

Directors understand their role, powers and duties and works collectively and proactively, to achieve their organisational purpose.

**Duties of Directors**

* To ensure that the organisation meets its objects or purposes as stated in the Memorandum & Articles of Association
* To ensure that legal obligations are met, and legal undertakings entered into on behalf of the organisation are done so carefully and with full consultation
* To ensure all financial dealings are overseen, and all financial obligations are met
* To ensure that the organisation meets its obligations laid out in its policies and procedures, complying with relevant current legislation
* To ensure that appropriate insurances are taken out, reviewed and maintained
* To ensure that the organisation meets any conditions specific to its activities as laid down by relevant external bodies
* To maintain the partnership between the Board of Directors and the Co Chief Executive Officers