Job Description – SCCA Non-Executive Director

Non-Executive Duties

1. To maintain an overall watch on governance issues as applicable to a not for profit organisation.
2. To utilise existing professional skills to assist the Board in executing their responsibilities, including but not limited to risk management, strategic planning.
3. To avoid, except where specifically agreed otherwise by the Board (with appropriate safeguards in place), being involved in Executive matters of the Board.

The Institute of Directors’ guidance on the role of Non-Executive Directors can be found at:

<http://www.iod.com/Guidance/Briefings/CGBIS-Role-of-NXDs>

General Duties

1. To attend and contribute to the discussions at Board and General Meetings. There are usually about 6 Board meetings per year. There are usually 2 General meetings annually.
2. To prepare for Board and General meetings including, but not limited to, researching relevant information, setting agenda items, considering changes to the Bye Laws and Articles, review of Board papers, voting on Board proposals, review of draft minutes.
3. To contribute to the exchanges of email between Board members and endeavour to ensure that urgent matters receive the necessary attention and are completed.
4. Where an email vote is required, to reply within 7 days or in accordance with any deadline.
5. To be familiar with the Objects, Articles and Bye-laws of SCCA, their ongoing suitability/relevance, and to ensure compliance therewith by the Board as a body.
6. To keep abreast of chess related matters in the Surrey area and those dealt with on a national basis.
7. To be aware of the legal responsibilities of Directors, as set out in the Companies Act and general business practice.
8. To act in good faith and in the best interests of the Association.