

Role Description

Post: Board Member

Date: September 2010

Accountable to: Chair of Board

Role Purpose: Effective governance of Creative Therapies through monitoring progress and achievement against the organisation's ethos and agreed Business Plan; ensuring a properly qualified team is in place to manage its day to day operations; delegating powers to that team enabling the efficient operation of Creative Therapies; ensuring all regulatory and statutory requirements are met and developing long term strategy and direction.

Outline of the Board Member Role

1. The formal/corporate governance role

- attending regular Board meetings
- monitoring progress/results
- monitoring financial position, results and agreeing budgets
- Agreeing and signing key contracts/documents
- Participating in various Board working groups formed from time and standing sub-committees, such as Finance
- Assisting with operational matters where impartial/Board input or specialist skills and experience are necessary or helpful e.g. joining a selection panel for senior recruitment, or advising on property matters.
- Use any specific knowledge or experience they have to help the Board of Directors reach sound decisions. This will involve scrutinising board papers, leading discussions, focussing on key issues and providing advice and guidance requested by the Board on new initiatives, or other issues relevant to the area of the company's work in which the director has special expertise.

2. The strategic role

- Involvement in strategy development
- Participating in strategy seminars and working groups
- Monitoring achievement of long term goals
- Influencing long term direction
- Proposing new initiatives
- Approving long term strategy

3. The representative role

- Representing the Board at various key Creative Therapies internal events such as staff and conferences, etc
- Accompanying the Company Manager in meetings with partner, finance/grant body or develop relationships and explore ways of working together.