

# Board of Directors

## Role Description

The Board of Directors is responsible for the overall governance and strategic direction of the charity, its financial health, the probity of its activities and developing the organisation's aims and objectives in accordance with the Articles of Association. All Board Directors must act in what they consider to be in the best interests of the company and act consistently with their statutory duties.

### Main duties and responsibilities

#### Strategy

- Determine the organisation's vision and mission to guide the current operations and future development.
- Establish clear objectives to deliver the agreed business plan and strategy to meet the charity's objects in accordance with short, medium and long-term plans.
- Analyse and contribute positively to the strategic development of long term plans for the organisation.
- Promote and develop the charity in order for it to grow and maintain its public benefit through reviewing and evaluating present and future opportunities, threats and risks.
- Ensure that strategies and actions approved by the Board of Directors are implemented effectively, by the Chief Executive and the senior team.
- Demonstrate accountability to stakeholders and take account of the interests of all stakeholders in decision making.
- Build and maintain close relationships between the organisation's stakeholders to promote the effective operation of the charity's activities.

#### Compliance and monitoring

- Ensure that the organisation complies with its Articles of Association, charity law and any other applicable legislation and regulations.
- Ensure the effective and efficient administration of the charity and its resources, striving for best practice in good governance.
- Ensure that financial controls and systems of risk management are robust and that the Board of Directors is kept fully informed through timely and relevant information.
- Set challenging objectives for improving performance and monitoring performance against those targets.

#### Board Duties

- Maintain the Board of Directors commitment to board diversity, renewal and succession planning, in line with the Articles of Association and/or current best practice.
- Active engagement as a Board Director in discussions and decision making to positively support and challenge the management team and organisation.
- Attend and possibly Chair, committees, Advisory Groups and *ad hoc* meetings of the main Board.

## **Person Specification**

Board Directors will bring a good mix of skills, knowledge and experience to the Board. The Board is open-minded about the skill sets of individuals. Attributes that would be beneficial in the role of a Board Director include:

- a high level of understanding and/or interest in the higher education sector;
- a commitment to the values and principles of the organisation;
- strong business and financial acumen;
- experience of Board and committee work;
- highly developed interpersonal and communication skills;
- ability to understand complex strategic issues, analyse and resolve difficult problems;
- sound, independent judgement, common sense and diplomacy;
- politically astute, with the ability to grasp relevant issues and understand relationships between interested parties;
- clear understanding, and acceptance, of the legal duties, liabilities and responsibilities of trustees;
- sound knowledge of good governance;
- and sufficient time and commitment to fulfil the role.

## **Specific skills and experience**

The Board of Directors of Advance HE will require a mix of the following specific skills and experience in:

- Finance, audit or risk management
- Recent experience of operating in an international context
- Equality and Diversity policy and practice in and/or beyond education
- Leadership, governance and management
- Learning and teaching in education
- Current or recent student representation in higher education
- Teaching, managing or representing higher education provision/providers in an FE college or alternative provider.