



National Enterprise Network Board Director Roles and Responsibilities

This information is provided for guidance, it is not an exhaustive list which prospective Directors would need to meet in full; ultimately our requirements are for Directors who have a positive attitude and enthusiasm for the work of the Network and encourage other members to do the same; who can contribute to some or all of the responsibilities outlined; are prepared to have their say, but then to share the Network's vision and to be supportive of the staff team.

Role:

To hold ultimate responsibility for ensuring the Network serves its Member and its mission, for determining policies and procedures for the good management of the Company within Company Law and for the welfare of the organisation overall.

Term:

Three years. All Board members will retire by rotation and are eligible for re-election.

Responsible to:

The Chair of the Board.

Open to:

Representatives of any Member or Quality Assured Member company.

Commitment:

Four Board meetings per year, plus desirable attendance of Network events as appropriate, eg Annual Conference.

Personal Attributes:

- An enthusiasm for the work of the Network, a commitment to carry out the duties of a Board member including that of collective responsibility.
- A willingness to positively promote the work of the Network to members and other stakeholders.
- An ability to work as a member of a team and a willingness to state personal convictions, and equally, to accept a majority decision and be tolerant of the views of others.
- A willingness to deal openly with colleague Board members, Network staff and other Members whether supportive or not of any particular issue.
- A respected member of the community.
- A preparedness to offer personal and business skills and experience to support the work of the Board, the Network and its staff, as required.

Policy & Planning Responsibilities

- The Board will discuss and decide upon all Networks' policies and the strategies to implement them.
- The Board should discuss and decide on the Network's business plan.
- The Board should review all areas of policy and policy implementation and make appropriate revisions. All Board members should have a good understanding of all policies and plans.

Representing the enterprise support sector across England

National Enterprise Network

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Legal & Financial Duties:

- To ensure the Network operates in accordance with Company Law, including oversight for the filing of statutory returns and keeping of Company and Member registers.
- To ensure the prudent financial management of the Network by:
 - Exercising financial control
 - Scrutinising quarterly statements of the financial position
 - Discussing and deciding on annual budgets and revision
 - Deciding on and, if necessary, assisting with funding applications
 - Ensuring the Network maintains proper accounts and records
 - Appointing auditors and ensuring that audited accounts are produced annually and submitted to Companies House
 - Ensuring all the Network's assets and property are well managed and maintained
 - Appointing bankers and appropriate cheque signatories and making decisions about staff spending powers
 - Ensuring the Network is adequately insured

Employment & Personnel Duties

- To define and review annually the Network's employment policies and procedures including:
 - equal opportunities
 - pay
 - contracts and appraisal
 - dismissal
 - grievance and disciplinary procedures
 - sickness
 - holidays
 - maternity/paternity and compassionate leave
 - pensions
 - expenses payment
 - training.
- To make decisions relating to the employment of staff.
- To approve the staffing structure.
- To take part in the recruitment procedure for the Chief Executive and, if requested, other senior staff.
- To form the appeal panel in grievance and disciplinary cases.
- To agree the job descriptions, person specifications and terms of employment of senior management, and, in outline only, for other members of staff.
- To ensure the safe and efficient use of premises for both staff and public.

Advocacy Responsibilities

- To promote the Network and its needs to the public, private and voluntary sectors so as to enhance its profile and that of Members and assist with income generation.
- To act as a sounding board in order to provide any information regarding significant events and opportunities which may be of assistance and benefit to the Network and its Members.
- To act as an Ambassador for the Network and its Members.

Management Responsibilities

- To agree a cycle of meetings with appropriate papers to service the Board efficiently.
- To establish a system of communications and delegated decision-making so that urgent decisions can be made and acted upon between Board meetings.
- To co-opt additional Directors with specialist knowledge and skills as required.
- To establish fixed term working parties on specific issues if required