



### **Role Description**

<b>Role Title:</b>	Non Executive Director
<b>Responsible to:</b>	Board collectively and the Chairman individually
<b>Department:</b>	Chairman

### **Principal Duties and Responsibilities:**

1. to ensure that Tŷ Hafan complies with its governing document, organisation law, and any other relevant legislation or regulations
2. to ensure that Tŷ Hafan pursues its objectives as defined in its governing documents
3. to ensure Tŷ Hafan applies its resources exclusively in pursuance of its objectives
4. to contribute actively to the board of directors' role in giving firm strategic direction setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
5. to safeguard the good name and values of Tŷ Hafan
6. to represent Tŷ Hafan at functions and meetings as appropriate
7. to declare any conflict of interest while carrying out the duties of a director
8. to be collectively responsible for the actions of Tŷ Hafan and other directors
9. to ensure the effective and efficient administration
10. to abide by the equal opportunities policy
11. to ensure the financial stability of Tŷ Hafan
12. to protect and manage the property of the organisation and to ensure the proper investment of Tŷ Hafan investments
13. to make sure Tŷ Hafan is properly insured against all reasonable liabilities
14. to appoint and support the executive and monitor their performance

15. to apply specific knowledge or experience they have to help the board of directors reach sound decisions.
16. to scrutinise board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the board on new initiatives, or other issues relevant to the area of work in which the director has special expertise
17. to attend 75% of Board or committee meetings, and to read papers in advance of meetings
18. to attend Board and committee meetings as appropriate
19. to attend and actively contribute to Board development and away days
20. to participate in other tasks as arise from time to time, such as interviewing new staff, helping with fundraising or representational roles
21. to keep informed about the activities of Tŷ Hafan and wider issues which affect its work
22. With other non executive directors, to ensure that the policy and practices of Tŷ Hafan are in keeping with its aims

The above list is not exhaustive and NEDs may be required from time to time to perform additional tasks determined by the Board or the Chairman.