

Director's Role Guide – SCTP Ltd

The Director's role is specified as follows:

To work as part of the Board of Directors to ensure the effective operation of SCTP Ltd by ensuring that all aspects of company operations are effectively planned, implemented and evaluated to ensure that the aims and objectives of the strategic, sales and financial plans are achieved. This would include:

- Complying with all relevant common law and statutory obligations*, with due regard to best commercial and ethical practice.
- Carrying out all duties and discharging all responsibilities as laid out in the Memorandum and Articles of Association.
- Regularly reviewing the external & internal operating environment of the organisation.
- Establishing and reviewing strategies policies and procedures to guide the work of the organisation.
- Evaluating and improving organisational performance.
- Ensuring that sufficient financial resources are secured and monitored to allow delivery of the organisation's plans.
- Developing a management team supported by clearly defined roles, and an organisational culture that underpins the achievement of company objectives.
- Using information to take critical decisions.

This would be achieved through:

- Regular attendance of quarterly Board Meetings (defined as annual minimum 3 out of 4 meetings attended)
- Taking overall responsibility for agreed areas of company activity and supporting SCTP personnel in the delivery of activities within those areas.
- Reporting at each Board meeting, either verbally or in writing, on progress towards strategic outcomes in each area of activity for which a Director is responsible.
- Being available to support the activities of the organisation and to represent the organisation.
- Attending members meetings whenever possible.

* Details can be found at The Companies House website (www.companieshouse.gov.uk)