

## Role Description for an Explore Non-Executive Director

### Role summary – main purpose of the position:

As a member of the Board, to further the organisation's mission, manage its business, and make sure that it fulfils its statutory duties. As an individual, to fulfil the statutory duties of a Director.

### Main duties:

- **Shape the organisation's mission and strategic direction.**
    - Shape and clarify mission and vision.
    - Participate in strategic and policy decision-making.
  - **Monitor and improve performance.**
    - Oversee financial management; ensure appropriate risk management.
    - Monitor performance and ensure accountability.
    - Improve board performance.
  - **Ensure leadership and resources.**
    - Ensure adequate financial resources
    - Provide expertise, and access to people, for organisational needs
    - Build and enhance reputation of the organisation
  - **Make sure that the organisation fulfils its statutory duties.**
    - Understand the Museums and Libraries Act 1964
    - Understand the various statutory requirements of an archives service
  - **Fulfil the statutory duties of a Director.**
    - Act within powers.
    - Promote the success of the organisation.
    - Exercise independent judgment.
    - Exercise reasonable care, skill and diligence.
    - Avoid conflicts of interest.
    - Not accept benefits from third parties.
    - Declare any interest in an existing or proposed transaction or arrangement.
- General expectations.**
1. Work within the organisation's mission and values.
  2. Contribute to organisational planning and development.
  3. Work in accordance with all policies and procedures of the organisation.
  4. Work in accordance with all relevant legislation.
  5. Contribute to the organisation's marketing and publicity.
  6. Identify and do learning and development, as appropriate.
  7. Undertake any other duties appropriate to the role, as required.

## Person Specification

### Non-Executive Director

Requirements	Essential/ Desirable
<b>1. Skills and competencies</b>	
Ability to exercise independent judgement.	E
Ability to constructively challenge and to contribute to the development of strategy and policy.	E
Ability to scrutinise the performance of management in meeting agreed goals, and to monitor the reporting of performance.	E
Ability to analyse financial information, financial controls and risk management.	D
Good written and verbal communication and active listening skills.	E
Excellent digital skills.	E
<b>Knowledge</b>	
Knowledge and awareness of the areas and communities with which the organisation works, and their key issues.	E
Excellent knowledge of public library and archive services and enjoyment of reading and learning	D
<b>Learning and development</b>	
Commitment to learning and development and reflective practice	E
<b>Experience</b>	
Broad and varied life experience.	E
Experience of making significant or difficult decisions.	D
Experience of working in the third or public sector	D
Experience of working with communities	D

Requirements	Essential/ Desirable
Experience of working effectively as a member of a team.	E
<b>Personal qualities and circumstances</b>	
Strong belief in transparency and impartiality	E
Ability to act honestly, reasonably and with integrity.	E
Committed to promoting the core values of the organisation and an understanding of the social impact of library services	E
Active commitment to equity and diversity.	E