

## Role Description: Explore Community Director

Be part of our story as a Community Director.

As a board member you will have a unique opportunity to be part of our story helping shape the future for libraries and archives in York. Our promise to you: it will be exciting, and challenging, and you will learn much more than you ever imagined.

If you love Explore - our libraries, archives, and our work - we want to hear from you.

### PERSON SPECIFICATION

- All directors need good judgement, the ability to think creatively and a willingness to speak their mind.
- You are a learner, always willing to discover. You have broad life experience, and you understand York and its varied communities and what matters to people in the city
- Passionate about what we do, you recognise that Explore libraries and archives make a difference every day and you want to help shape Explore, working collaboratively with other directors and the leadership team
- You have time to commit to the role
- You understand and accept the following principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.
- You accept that a director has certain legal duties, responsibilities, and liabilities (you will be fully briefed on these if elected and with ongoing support to help you carry out the role).

### WHAT DOES BEING A DIRECTOR INVOLVE?

- Attending board meetings (these take place quarterly)
- Participating in board development meetings as arranged through the year
- Attending the Annual General Meeting (AGM)
- Representing Explore at special events throughout the year

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- You may be invited to join a sub-committee to progress various areas of work. Sub-committee meetings take place as necessary (typically 8-10 meetings per year)
- You will also have opportunities outside of quarterly board meetings to be briefed on emerging priorities through meetings with the CEO, Chair, and others.
- Directors serve for 3 years on the board. They may be elected for a second 3-year term. No director may serve for more than 6 years in total.

## WHAT WILL I LEARN?

You will complete a full induction on election where you will learn all about your duties as a director and the workings of the board. Further support will be given as needed to get you up to speed along the way.

You will take part in director training and board development sessions.

You will have the opportunity to contribute to the future direction of Explore.

## HOW IS A COMMUNITY DIRECTOR APPOINTED?

- Individuals are invited to stand for election as a Community Director when vacancies become available on the board
- Community Directors are elected by a simple majority of votes cast at the AGM by the Community Members of Explore

## ELIGIBILITY

- You must be over 18
- You must support the objectives, vision, and values of Explore
- You must be legally eligible to become a board director so you must not:
  - Have an unspent conviction for an offence involving dishonesty or deception (such as fraud)
  - Be declared bankrupt
  - Have an individual voluntary arrangement to pay off debts with creditors

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- Have been disqualified as a Company Director
- Have previously been removed as a trustee by the Charity Commission or the High Court
- Be disqualified for barred from acting as a trustee of a charity under the Safeguarding Vulnerable Groups Act 2006

## EXPENSES

This is a voluntary role without a salary, but reasonable expenses incurred in relation to the role may be claimed back from Explore

## TO APPLY

To discuss the role in more detail contact:

Chris Edwards, Chair of Explore

[chair@exploreymork.org.uk](mailto:chair@exploreymork.org.uk)

Gillian Holmes, Executive Assistant

[gillian.holmes@exploreymork.org.uk](mailto:gillian.holmes@exploreymork.org.uk)

Please apply by completing the [online application form](#).

Once we hear from you, we'll be back in touch to discuss next steps.

## EXPLORE OVERVIEW

Explore is owned one third by its staff and two thirds by its community members.

Our board of directors takes overall responsibility for everything we do. The full board has 9 members: 3 non-executive directors, 3 community directors (voted for by our community members), 1 director nominated by City of York council, the Chief Executive Officer (CEO) and a staff director (elected by Explore staff). All board members are volunteers and give their time for free.

Explore York Libraries and Archives Mutual Limited is an Industrial and Provident Society with charitable status set up in 2014 and is registered with the Financial Conduct Authority under the Co-operative and Community Benefit Society Act 2014. Explore is treated as a charity for tax purposes by HMRC.

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### OTHER INFORMATION

Further general information on the role of Directors may be found in:

1. The Good Trustee Guide ed. Anne Moynihan (NCVO 2015) – copies are available from [Gillian Holmes, Executive Assistant](#).
2. Coops UK The Essential Society Director <https://www.uk.coop/the-hive/resources/Directors-toolkit>
3. Explore's Standing Orders (see below)

### THE DUTIES OF A DIRECTOR

The board is the key decision-making body of Explore.

The responsibilities of the board fall into the following areas:

#### VISION AND VALUES

Align the vision with the purpose set out in the Rules. Establish Explore's mission to communicate and ground the vision in practical terms by outlining what Explore is going to do and why.

#### STRATEGY AND OBJECTIVES

Develop strategy to ensure the overall success and performance of Explore and safeguard the business for the future.

#### CULTURE AND VALUES

Setting the values, ethos, and culture of Explore, the board must act with integrity and probity whilst promoting behaviours that demonstrates Explore's values, and act as advocates and committed champions for Explore



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### ACCOUNTABLE LEADERSHIP

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Provide effective, accountable leadership which meets Explore's obligations to its members. Protect Explore's assets by exercising independent and objective judgement and monitoring and scrutinising Explore's performance. Promote strong financial management to ensure Explore's ongoing sustainability and growth. Promote the growth, development, and diversity of the membership by encouraging members to actively participate in Explore. Ensure the delivery of high quality creative and responsive services, including those required by any contracts.

### CONTROL AND COMPLIANCE

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Establish an effective system of internal controls including risk management and strong financial management. Ensure compliance with legal, health and safety, personal, environmental, and other applicable regulations, and policies.

### GOVERNANCE PROCESSES

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Establish robust governance processes which align with the requirements of the governing documents.

### SUCCESSION PLANNING

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Maintain a diverse board with an appropriate balance of skills and experiences to discharge its duties effectively.