

EAWA Directors' Job description 2025

- to ensure that the organisation complies with the governing document, the Companies Act and The Charities Act
- to ensure that the organisation pursues its objectives as defined in the governing document
- to ensure the organisation applies its resources exclusively in pursuance of its objectives
- to contribute actively to the board of director's role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets
- to safeguard the good name of the organisation
- to represent the organisation at functions and meetings as appropriate
- to be collectively responsible for the actions of the organisation and other directors
- to ensure the effective and efficient administration of the organisation
- to abide by equal opportunities policy
- to ensure the financial stability of the organisation
- to protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds
- to make sure the organisation is properly insured against all reasonable liabilities
- in addition to the above statutory duties of all Directors, each director should use any specific knowledge or experience they have to help the board reach sound decisions. This will involve scrutinising 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, the organisation's work in which the Director has special expertise
- to attend meetings, and to read papers in advance of meetings. These are usually held monthly on Thursday evenings from 8 pm to 9.30pm, currently on Zoom. Plus, attend an Annual Away day at a weekend and our AGM annually, on a weekday in October/November each year.
- to participate in other tasks as arise from time to time and as delegated by the EAWA Chairperson.
- to keep informed about the activities of the organisation and wider issues which affect its work

From 1st October 2007, a director's duties will be:

- To act within the company's powers
- To promote the success of the company for the benefit of the members as a whole, including:
 - Considering the impact of a company's actions on the interests of the employees
 - The need to foster business relationships with customers/suppliers
 - Considering the impact of the company's actions on the community environment
- To exercise independent judgement
- To exercise reasonable care, skill, and diligence.

From October 2008 there will be three additional duties as follows:

- To avoid conflicts of interest
- Not to accept benefits from third parties; and
- To declare an interest in proposed transactions or arrangements. This will be new and is in addition to the existing duty to declare an interest in existing arrangements