



ROLE DESCRIPTION FOR CCDN DIRECTORS

Job title: Director of Celebrating Cultural Diversity Network

The duties of a CCDN Director are:

- ◆ To ensure that CCDN complies with its governing document, namely CCDN's memorandum and articles of association, charity law, company law and any other relevant legislation or regulations.
- ◆ To ensure that CCDN pursues its objects as defined in its governing document.
- ◆ To ensure CCDN applies its resources exclusively in pursuance of its objects, i.e. CCDN must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are;
- ◆ To contribute actively to the Board of Directors role in giving firm strategic direction to CCDN, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets.
- ◆ To safeguard the good name and ethos of CCDN.
- ◆ To ensure the effective and efficient administration of CCDN
- ◆ To ensure the financial stability of CCDN.
- ◆ To protect and manage the property of CCDN and to ensure the proper investment of CCDN's funds.
- ◆ If CCDN employs staff, to appoint the director/chief executive officer and monitor his/her performance.
- ◆ In addition to the above statutory duties, each CCDN Director should use any specific skills, knowledge, or experience they have to help the Board of CCDN Directors reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, and other issues in which the CCDN Director has special expertise.

Person specification

A person specification sets out the qualities; skills and experience needed to fill a particular role. All CCDN Directors need certain qualities such as integrity and commitment. However, not every CCDN Director will have the full range of skills and experience ideally required by a CCDN Board of Directors.

Each CCDN Director must have:

- ◆ a commitment to CCDN
- ◆ a willingness to devote the necessary time and effort
- ◆ strategic vision
- ◆ good, independent judgement
- ◆ an ability to think creatively
- ◆ a willingness to speak their mind
- ◆ an understanding and acceptance of the legal duties, responsibilities and liabilities of Directorship
- ◆ an ability to work effectively as a member of a team
- ◆ Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

The CCDN Board of Directors will need skills and experience in the following areas:

- ◆ setting targets, monitoring and evaluating performance and programmes
- ◆ financial management
- ◆ the type of work being done by CCDN
- ◆ legal matters
- ◆ fundraising
- ◆ recruitment and personnel management
- ◆ public relations
- ◆ marketing
- ◆ information technology
- ◆ campaigning

I hereby agree to accept the role of a CCDN Director as part of the CCDN Board of Directors for a period that ends with CCDN's next AGM,

unless re-election occurs within the criteria's set out in CCDN's Memorandum of Articles and Association.

Signature

PRINT NAME

Witnessed by: _____ Signature

PRINT NAME

Date

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Celebrating Cultural Diversity Network is a community led initiative
Registered as a not-for-profit company limited by guarantee 5650289
with charitable aims & objectives.