

Role Description – General Board Member

Post: General Board Member
Responsible to: Chair of the Rotary International GB&I Board
Term: 3 years

1. Role and responsibilities

The purpose of the General Board Member role is to contribute to the effective discharge by the board of its role to:

- Develop and agree the Association's long-term strategy
- Define clear goals for the Association, evaluating performance against agreed targets
- Ensure the Association complies with its constitution, by-laws and all other relevant laws and regulations
- Ensure the Association is accountable to members, including at the Annual Business Meeting
- Oversee the work of the volunteer operational teams
- Follow proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the General Secretary
- Safeguard the reputation of the Association and Rotary and champion our values: integrity, diversity, service, leadership and fellowship
- Ensure the financial stability of the Association and the proper management and investment of the Association's funds and other assets
- Ensure the effective and efficient administration of the Association
- Ensure that relevant risks are identified, assessed and appropriately managed
- Represent Rotary International GB&I in public, and in meetings with other stakeholders
- To attend, and chair when relevant, meetings, seminars or workshops

Board members are expected to bring to the work of the board the benefits of their skills, knowledge and experience, and to devote sufficient time to ensure that the board reaches sound decisions. This will include scrutinising board papers, participating in discussions, and keeping up to date with current relevant issues.

2. General Board Members: additional responsibilities

General Board Members may act in a liaison role between the board and one or more of the Association's specialist advisory teams, and in that role will:

- Maintain effective communication with the relevant Specialist Advisory Team(s)
- Ensure that the team(s) are fully informed of relevant board decisions
- Ensure that when the board is considering matters which are relevant to the team(s), the board is informed of the views of the team(s)

3. Board Members: person specification

Board Members are expected to demonstrate:

- A commitment to Rotary, its values and to the standards expected in the Rotarian Code of Conduct
- An understanding of the role, function and purpose of Rotary International GB&I
- An understanding of the role, function and purpose of the Rotary GB&I Board and of the duties and responsibilities of a board member
- Strategic vision
- Sound judgment
- The ability to think creatively
- The ability and willingness to articulate their thoughts and opinions effectively
- The ability to work as a member of a team
- The willingness and aptitude to develop their skills
- An ability to collaborate and communicate using digital tools

All Board members should be an active member of a club in a district of Rotary International in GB&I.

4. Time and travel commitments

- The Board meets at least four times a year.
- You may act as liaison with one of the specialist adviser teams, which will involve regular engagement the team(s).
- In-person board meetings are normally held at the support centre in Alcester, Warwickshire. In addition, the board's work increasingly uses digital tools for collaboration and meeting, including MS Teams.

5. Remuneration

Board roles are voluntary, with no remuneration. Expenses for travel, accommodation and out of pocket expenses may be claimed according to current policy as published.

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