**FIFE SPORTS AND LEISURE TRUST**

**Director of the Board**

**Role Profile**

**OVERALL RESPONSIBILITY**

As a Director you are responsible for overall supervision and control of the activities of the Company. You must clearly understand the aims and objectives of the Company and ensure that the management of staff, finances and other resources are carried out to fulfil these aims only.

Under Company law, it is the duty of each Director of the Company:

(i) to take decisions (and exercise his/her other powers and responsibilities as a Director) in such a way as he/she considers, in good faith, would be most likely to promote the success of the company in achieving its purposes (as set out in the objects clause, within the Articles of Association);

(ii) to act in accordance with the Company’s Articles of Association, and to exercise his/her powers only for the purposes for which they were conferred;

(iii) to exercise independent judgement;

(iv) to exercise reasonable care, skill and diligence;

(v) to avoid a situation in which he/she has, or could have, a direct or indirect interest that conflicts, or possibly may conflict with the interests of the Company (but not insofar as relating to a transaction or arrangement with the Company itself, but rather with third parties);

(vi) not to accept benefits from third parties conferred by reason of his/her being a Director or his/her doing (or not doing) anything as a Director;

(vi) declare interests in proposed transactions or arrangements with the Company.

In addition, Scottish charity legislation requires each of the Directors:

(i) to act at all times in the interests of the charity;

(ii) to seek in good faith to ensure that the Company acts in a manner which is consistent with its purposes (as set out in its Articles of Association);

(iii) to act with care and diligence (defined as “the care and diligence which it is reasonable to expect of a person who is managing the affairs of another person”);

(iv) to ensure that the Company complies with any direction, requirement, notice or duty imposed on the Company by virtue of Scottish charity legislation;

(v) to take such steps as are reasonably practicable to ensure that any breach by a Director of any of the above duties (or the duties in relation to conflict of interest imposed by the legislation) is corrected by the Director concerned and not repeated;

1. to take such steps as are reasonably practicable to ensure that any Director who has been in serious or persistent breach of his/her duties under the charities legislation is removed as a Director.

**KEY RESPONSIBILITIES**

You will be required to:

* Provide leadership and set the overall direction for the Company**.**
* Contribute to, and direct, the overall strategic management, review and future development of FSLT.
* Contribute to the sound governance and accountability of FSLT and to ensure legislative compliance.
* Ensure FSLT reflects good practice and distinguish between those matters that are mandatory in the preparation of accounts necessary to give a true and fair view of the organisation and those matters which are considered good practice but which are not mandatory.
* Support FSLT in achieving its aim of offering a wide range of opportunities for participation in and enjoyment of sport and active recreation in a way that acknowledges and addresses the needs of its key stakeholders living in and visiting Fife.

* Ensure that the FSLT Board manages and conducts its affairs in a way that acknowledges and adheres to the requirements of current legislation.
* Lead on an identified area of responsibility for FSLT linked to your background and expertise.
* Ensure that all necessary monitoring and reporting mechanisms identified as being central to the operation of FSLT are adhered to and undertaken in a meaningful and reliable way.

* Ensure that the programming and performance is relevant, aspirational and forward-looking.
* Lead or participate in committees, working groups, etc. as required.
* Support negotiations with funding bodies and potential sponsors, etc. as required.
* Act as a champion for FSLT and all of its work.
* Provide support and advice to the Chair of the FSLT Board.
* Act as an ambassador for the FSLT Board in its dealings with stakeholders.
* Maintain excellent working relationships with fellow members of the FSLT Board, the wider sport and physical activity sector and the business community in a way that commands confidence from stakeholders, potential funders and the media.

**COLLECTIVE RESPONSIBILITY**

The principle is that decisions at Board meetings are taken by majority vote - and Directors, whether present at the meeting or otherwise, are bound by such decisions. If an individual Director disagrees with a decision, he/she is entitled to ask that his/her dissent is recorded in the Minutes; if the decision was taken at a Board meeting which he/she did not attend, he/she should raise the matter at the next Board meeting or (if there is an element of urgency) request that the Secretary convene a special meeting of the Board.