



ALPSP Director role descriptions

Background

This document sets out role descriptions for Director positions on the ALPSP Board. Directors can amend these role descriptions at any time, so long as they still align with the Companies Act 2006 (and any later versions of the Act).

ALPSP is an international organisation and a company registered in England and Wales. ALPSP Directors are company directors as defined in the Companies Act 2006 and are subject to company law in the UK.

The Companies Act sets out seven main duties for Directors, as follows:

1. Act within your powers
2. Promote the success of ALPSP
3. Exercise independent judgment
4. Exercise reasonable care, skill and diligence
5. Avoid conflicts of interest
6. Do not accept benefits from third parties
7. Declare an interest in a proposed transaction or arrangement

The Director Role

All Directors must:

1. Agree ALPSP's strategy, with support from staff
2. Ensure that there are funds to deliver the strategy
3. Agree how to invest ALPSP's money, if appropriate
4. Set and track the budget, with support from staff
5. Check that the strategy is being delivered and request corrective action where necessary
6. Manage risk – decide the level of risk that is right for ALPSP, require staff to identify risk and propose mitigating activities, agree and monitor this activity
7. Work with the other Directors to prepare the annual accounts and report, with support from staff



Chair Role Description

In addition to the role described above, the Chair will:

1. Provide leadership to the Board
2. Plan and conduct board meetings effectively
3. Get all Directors involved in the Board's work
4. Ensuring the Board focuses on its key tasks
5. Engage the Board in assessing and improving its performance
6. Lead succession planning and overseeing the induction of new Directors
7. Manage and support the CEO

NB The Chair-Elect will simply shadow the Chair for the year of being Chair-Elect, then will take on the role of Chair after that year.

Treasurer Role Description

In addition to the general Director role described above, the Treasurer will lead work to ensure that the Society is financially sound and viable and that ALPSP complies with statutory and regulatory requirements in relation to financial management and reporting. To do this, they will:

1. Chair the Finance and Governance Committee
2. Chair the Remuneration Committee
3. With the Finance Manager:
 - a. liaise with external advisors on financial issues and ensure that ALPSP's finances are responsibly managed/invested to support the delivery of ALPSP's objects
 - b. ensure ALPSP's assets are properly managed and safeguarded
 - c. ensure that the financial policies and practices of ALPSP meet standards for good practice in the not-for-profit sector
 - d. ensure that ALPSP's financial risks are adequately identified and managed
 - e. ensure that ALPSP has a financial plan so that it uses resources efficiently and effectively
 - f. help the Board make good financial decisions by giving it the financial information it needs



Chair of Committee Role Description

In addition to the general Director role described above, Chairs of Committees will:

1. Chair the relevant Committee
2. Manage succession planning and recruitment for the Committee
3. Work with staff to ensure that the Committee complies with its Terms of Reference
4. Deliver the tasks delegated to it by the Board of Directors
5. Report progress to the Board.
6. Identify, with the committee, opportunities to help ALPSP excel.