

## **Board director role description**

### **1. Person specification (Essential/Desirable)**

- Can demonstrate the experience required in the specific sections below (E)
- Has a sound knowledge and understanding of charity retail, or is willing and able to gain that experience quickly (E)
- Can think strategically (E)
- Can see the long-term consequences of decisions and is able to make rational decisions accordingly (E)
- Likes charity shops and understands their value to society (E)
- Is a team player and works well with others (E)
- Listens attentively and respectfully (E)
- Is not afraid to challenge assertively but not aggressively (E)
- Is able to give the time to attend all meetings and respond to emails (E)
- Understands the aims and objectives of the Charity Retail Association (E)
- Is willing to act as an ambassador for the Association (D)
- Has the knowledge and capacity to work with individual members of staff on specific subjects (D)

### **2. Statutory duties as required by Companies House:**

- Legal responsibility to run the company
- Legal responsibility to ensure that information is sent to Companies House on time:
  - the confirmation statement
  - the annual accounts
  - any change in your company's officers or their personal details
  - a change to your company's registered office
  - allotment of shares
  - registration of charges (mortgage)
  - any change in your company's people with significant control

### **3. Statutory duties as required by the Companies Act 2006**

- Follow the company's constitution and articles of association
- Promote the success of the company
- Use independent judgement
- Exercise reasonable care, skill and diligence
- Avoid conflicts of interest
- Not accept benefits from third parties
- Be clear about interests in a transaction
- Not misusing the company property
- Applying confidentiality about the company's affairs

### **4. Specific to CRA**

- Providing input and guidance on members' views and concerns across the full range of the charity retail sector spectrum
- Speaking or helping with the administration at the annual conference
- Helping the staff with suggestions on how to improve the collection and presentation of statistics
- Identifying new industry or inspirational speakers for the conference
- Helping the Chief Executive and board identify key issues that the sector faces and how we attain a common approach
- Share ideas on how we can improve the services we provide and introduce new ways of helping the membership

## **Specific role descriptions for Director for Youth Engagement**

- Ideally aged between 18 and 30 (you must be over 18 to be a Director of CRA)
- To represent the interests of young people in the charity retail sector
- To advise the board on appropriate methods of communicating with young people
- To offer a youth-related perspective during discussions