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## Job Description – NCFed Director

<b>Job Title:</b>	Director
<b>Salary:</b>	None (voluntary position)
<b>Hours:</b>	Estimated at circa 60hrs per annum (largely remote working) although variable depending on actions that are taken on from meetings, with a realistic minimum of 35 hours per annum
<b>Annual Leave:</b>	n/a
<b>Accountable to:</b>	Directors & Member Groups
<b>Partnerships:</b>	A range of organisations & stakeholders as the role requires

### **About the Role:**

To work closely with the other Directors to have oversight on the core functions of NCFED, with a focus on maintaining good record keeping and due diligence with regards to legal responsibilities.

There are four scheduled Directors' meetings a year (four online; one in person), with the option to schedule additional online Directors' meetings for extraordinary matters that arise. It is expected that Directors will attend or give notice of absence, with anything they wish to feed into the meeting in advance.

NCFed also holds four scheduled General Meetings with affiliated Group Representatives & NCFed Officers. It is expected that Directors attend at least two General Meetings per year, so as to keep in touch with the wider workings of the organisation.

### **Other Organisational Responsibilities:**

It is likely that each Director will be assigned as a point of contact for one of the various NCFed sub-committees. This does not mean that the Director needs to attend the sub-committee meetings, but maintains a line of communication between them and the other Directors. The Director (or sub-committee Chair) will be responsible for communicating the work of their sub-committee at the AGM each year.

## **Director Responsibilities**

### **Strategy:**

- To work with other Directors, sub-committees and affiliated Member Groups to develop and work to NCFed's Strategy.

### **Governance:**

- To work with other Directors, sub-committees and affiliated Member Groups to ensure NCFED has clear, fair systems by which it is controlled and operates, and mechanisms by which the organisation, and its people, are held to account

### **Finance & Funding:**

- Work with other Directors and the NCFed Treasurer to ensure that NCFed maintains a strong and viable financial position
- To identify to other Directors any potential sources of funding that could increase the scope and breadth of NCFed's aims and objectives

### **Impact:**

- To work with other Directors, sub-committees and affiliated Member Groups to showcase the impact of NCFed
- Develop our reputation and presence in national discussions on coppice management where appropriate, in line with our Strategy

### **Appointment:**

- Directors may be co-opted directly by the existing NCFed Directors for the period up until the next AGM; or
- Directors may be proposed and seconded by an affiliated Member Group