



FAIRSHARE CREDIT UNION DIRECTOR- JOB DESCRIPTION (Nov 2020)

This document should be read in conjunction with the Director Person Specification that details skills and experience etc.

Accountable to:

Chair of FAIRshare Credit Union's Board of Directors and Fellow Directors

The Financial Conduct Authority (FCA) and the Prudential Regulation Authority (PRA) as part of the Senior Managers Regime.

FAIRshare Credit Union members

Role Purpose:

- ❖ To work in collaboration with the other members of FAIRshare Credit Union's Board of Directors
- ❖ To determine the activities, policies and procedures of FAIRshare Credit Union.
- ❖ FAIRshare Credit Union's Board of Directors are ultimately responsible for organising and controlling the affairs of the credit union.
- ❖ Provide direction to salaried staff and volunteers when necessary

Note. The day-to-day operation of FAIRshare Credit Union is delegated to the CEO/General Manager who is appointed by and reports to the Board of Directors.

Key Accountabilities

MANAGEMENT

Strategic:

- ❖ Be responsible for:
 - Financial planning and annual budgets
 - Business plans and strategy documents
 - Products and their development
 - Staffing levels and remuneration policy
 - Governance (including policy and procedure) in accordance with ABCUL code of governance

Financial

- ❖ Monitor the financial position of FAIRshare Credit Union, ensuring adequate reserves are maintained and suitable provision for bad and doubtful debt is made.
- ❖ Determine the withdrawal of FAIRshare Credit Union membership in accordance with FAIRshare Credit Union rules.

Participate in, have knowledge of, and take responsibility for:

- ❖ Receiving from the Treasurer the monthly Financial Statement and reviewing it.
- ❖ Being in possession of the Annual Audited Accounts, to review and appraise the performance of FAIRSHARE Credit Union; and to recommend the payment of a Dividend (or otherwise) to the members of FAIRSHARE Credit Union.
- ❖ Overall responsibility for the submission of the Financial Returns and Activity Reports each quarter and at the year end to the Regulator.
- ❖ Make decisions on loan write-offs and possible court action against members with bad debt, based on the recommendation of the Credit Control Committee.
- ❖ Make decisions on the disposal of any surplus funds and further provisions as necessary, for example doubtful debt, of FAIRSHARE Credit Union, upon recommendations from the Treasurer.

PEOPLE

- ❖ Be responsible for appointing the Officers (Chair, Vice-Chair, Secretary, Treasurer, Credit Control Officer, Money Laundering Reporting Officer and Complaints Officer) of FAIRSHARE Credit Union.
- ❖ Employ staff and determine the terms of employment as may be necessary for the efficient running of FAIRSHARE Credit Union.
- ❖ Take part in appraisals of paid employees as required

GENERAL

- ❖ Comply with the rules of FAIRSHARE Credit Union and actively ensure that fellow members of the Board of Directors also comply.
- ❖ Determine, maintain, review and abide by all the policies and procedures of FAIRSHARE Credit Union and related documentation
- ❖ Constitute any other sub-committees required to serve FAIRSHARE Credit Union and appoint the Chair of such committees e.g., Credit Control Committee.
- ❖ Attend monthly meetings of the Board of Directors to receive and review reports from the various Officers and Staff of FAIRshare Credit Union. Meetings will be held in person (or using virtual methods such as Zoom) on a monthly basis
- ❖ Agree the annual plan of the Supervisory Committee (or the company appointed to fulfil this role) and ensure that these tasks are carried out.
- ❖ Hear and decide upon all appeals by members against decisions made by FAIRSHARE Credit Union Officers or Committees.
- ❖ Oversee the organization of FAIRSHARE Credit Union's Annual General Meeting (AGM).
- ❖ Risk transfer. Ensure that FAIRshare holds adequate insurances including but not limited to (and that these are reviewed time to time):
 - Fidelity Bond & Office contents
 - Loan Protection Insurance Premiums and Personal Accident if appropriate

- Liability (Public, Employers, Professional Indemnity and D&O)

- ❖ Manage FAIRSHARE Credit Union assets (including any land and property) as appropriate.
- ❖ Required to maintain an awareness of legislation governing the operation of credit unions.
- ❖ Act in a manner that enhances the work of FAIRSHARE Credit Union and its overall public image at all times.
- ❖ Exercise Judgement independently of other Directors

Prohibitions:

A Director cannot

- ❖ Make or alter any lending decisions, unless a Director is elected to the Credit Control Committee
- ❖ Serve on the Supervisory Committee whilst remaining a member of the Board of Directors.
- ❖ Serve as a cheque signatory if related to or a partner of any other named cheque signatory.
- ❖ Participate in the debate, other than to serve as a witness, or vote on any motion from which individual benefit can be derived for self and any connected person.
- ❖ Serve as a Guarantor of any loan under any circumstances.
- ❖ Breach a confidentiality agreement unless to comply with laws and statutory powers.

Measures

- ❖ Achieving strategic aims
- ❖ Achieving targets as set out in annual business plans and budgets
- ❖ Attendance at meetings

Other Offices:

- ❖ Can serve FAIRSHARE Credit Union in any other capacity of a non-executive nature, e.g. Sub-Committees or in a training capacity.

Appointment:

- ❖ Initially selected by FAIRSHARE Credit Union's Nominations Committee and endorsed by the Board of Directors. Democratic elections will be held at the first Annual General Meeting of FAIRSHARE Credit Union, and existing Directors are eligible to stand for re-election. All Directors must meet the minimum requirements as detailed in the rule book.
- ❖ In accordance with the rule book, one third of the Board (decided by lot) elected at the first AGM will retire at the second AGM, the second third at the third AGM and the final third group at the fourth AGM. After this point, committee members will retire at the third AGM following their election (therefore, three year-terms will be the regular terms of office). Any retiring committee member will be eligible for re-election.

- ❖ Required to meet the FCA's guidelines of a "fit and proper" person and subsequently become part of the Senior Managers Regime. Until approval is received from the FCA, Directors cannot perform 'controlled functions'; however, they may still attend meetings of FAIRSHARE Credit Union's Board of Directors without voting rights. Should a Director at any time fail to meet these standards, they would cease to be part of the Senior Managers Regime and a Director of FAIRSHARE Credit Union and must notify the Chair of the Board of Directors and CEO/General Manager immediately.
- ❖ Required to complete a FAIRSHARE Credit Union Confidentiality Agreement, which is held on file securely at FAIRSHARE Credit Union Head Office. This agreement remains binding after the individual ceases to work for FAIRSHARE Credit Union. Directors who breach confidentiality could be dismissed and will not be eligible to re-apply for future roles within FAIRSHARE Credit Union.
- ❖ Required to be vetted by the Disclosure and Barring Service and undergo a Credit Reference Check

Terms and Conditions

- ❖ Salary/ Remuneration:
 - This is a voluntary role. Any reasonable out of pocket-expenses will be met by FAIRSHARE Credit Union in accordance with its Volunteer & Employee Expenses Guidance.
- ❖ Time Commitment:
 - On a monthly basis, approximately eight hours per month, broken down as follows:
 - Two hours preparation for Board meetings (reading papers, preparing activity reports, etc.)
 - up to three hours attending Board meetings, including travel time
 - three hours promoting the credit union, as well as recruiting and supporting FAIRSHARE Credit Union volunteers
 - On an annual basis, attendance at the ABCUL Annual Conference and AGM, strategic planning meetings, and training days as required. To fulfil the requirements of FAIRSHARE Credit Union's training plan would require a commitment of an additional 2 – 4 days per year. It is envisaged that some of these sessions would take place over weekends.

