

Glasgow ESOL Forum- Board of Directors - Director Role Description

The role of the Board of Directors is to govern, support and strengthen the work of Glasgow ESOL Forum, taking a collective lead role in determining strategic development in accordance with the organisation's Aims and Objectives as laid out in the Governing Document and Strategic Plans. Office bearers include Chair, Treasurer and Secretary and these roles carry additional responsibilities.

Directors are required to:

- ensure that the organisation complies with its Governing Document, organisation law, and any other relevant legislation or regulations.
- ensure that Glasgow ESOL Forum pursues its objectives as defined in its governing document
- ensure the organisation applies its resources exclusively in pursuance of its objectives
- contribute to the strategic direction of Glasgow ESOL Forum, in line with the Strategic Plan
- safeguard the good name of Glasgow ESOL Forum
- declare any conflict of interest while carrying out the duties of a trustee
- ensure the effective and efficient administration of the organisation
- ensure the financial stability of the organisation
- protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds
- ensure senior management receive effective support and supervision
- contribute specific knowledge and expertise to help Senior Managers and the Board of Directors reach sound decisions.
- attend 6-weekly meetings, and to read papers in advance of meetings
- attend sub-group meetings as appropriate
- participate in other tasks as arise from time to time, such as interviewing new staff, attending training or team development days
- keep informed about the activities of the organisation and wider issues which affect its work