

ALERC Role Description Document

Title: ALERC Director (Voluntary position)

Role Description:

1. Advocate for and represent ALERC in all appropriate forums and promote the purpose and value of its members.
2. Attend board meetings and provide active input to discussions including, where relevant, input from external meetings and member representations
3. Provide active input into decision-making and consultations which may take place via e-group, meetings or any other means as appropriate
4. Play an active role in the running and development of ALERC through Working groups, Director work areas
5. Attend the ALERC Annual General Meeting
6. Provide representation of the ALERC board at regional LRC meetings
7. Support the ALERC officers in carrying out their duties

Responsibilities:

1. To act as a Director of ALERC in the best interests of the Company, communicating with honesty and in good faith towards its members, employees and partners
2. To ensure that objectives, as agreed by the board, are fully, promptly and properly carried out, applying good governance and clear strategic planning
3. To play a full part in enabling the Board to arrive at balanced and objective decisions in the performance of its agreed role and functions.
4. To ensure the Company functions within the legal and regulatory framework
5. To take appropriate professional advice in all matters where there may be material risk to the Company, or where the directors may be in breach of their duties
6. To, where possible, attend all Board meetings called during the year, striving to achieve consensus decisions by the Board
7. To actively participate in all meetings, providing candid and constructive criticism, advice and comments to the Chairman and other Board members
8. To place items on the agenda for meetings of the Board, and distribute reports on them in advance of the meeting, which you consider should be discussed
9. To ensure that published reports properly reflect the financial and operational situation of the Company
10. To play an active role in the functioning of ALERC, including attending meetings at the request of ALERC, leading working groups, contributing to ALERC written work and ensuring the ALERC work plan is progressed and developed as appropriate.
 - a. It is expected that each ALERC Director plays an active role in at least one working group and
 - b. It is expected that each Director is actively involved in at least two work areas
11. To respond to requests from ALERC officers to ensure ALERC's obligations are fulfilled on behalf of its membership.
12. To seek sustainable funding for the employment of an ALERC National Coordinator post.
13. To ensure the Board of Directors has sufficient members to represent the ALERC membership and to progress the ALERC work plan.
14. To plan for and ensure efficient succession of the Chair of the Board of Directors on a 2-year cycle.