

## ALERC DIRECTOR

### ROLE DESCRIPTION AND PERSON SPECIFICATION

#### ABOUT ALERC

The Association of Local Environmental Records Centres (ALERC) is a membership organisation representing over 40 LERCs across the United Kingdom.

ALERC:

- promotes the standing of LERCs as the definitive source of high quality, local, capture-resolution biodiversity data to inform the decision-making process
- provides representation at a national and regional level
- seeks to enhance the professional standing of LERCs through its Accreditation scheme
- offers a central voice for the UK's records centre community
- enables a knowledge and advice support network for its members.

ALERC achieves this through the work of its directors, staff and members.

#### ALERC BOARD

ALERC is governed by a board of directors, which comprises:

- the Chair
- the Treasurer
- the Company Secretary
- up to seven elected directors.

The Board appoints the executive roles and a Vice Chair from among the directors.

As with any other company, the directors of a CIC occupy an important position of trust and general company law imposes on them a range of duties to the company and other responsibilities. The directors (and in some circumstances the secretary) are also responsible for ensuring that the company meets its statutory and other obligations.

In addition to these general responsibilities CIC directors (and, when they take collective decisions about the company, members) are also responsible for ensuring that the company is run in such a way that it will continue to satisfy the community interest test. In practice, this will mean having regard to the interests of the community the CIC is intended to serve.

The Office of the Regulator of Community Interest Companies provides further information and guidance notes on Governance and the role of Directors. **Download PDF:** [Chapter 9: Corporate Governance May 2016](#)

#### ROLE OF A DIRECTOR

ALERC takes good governance seriously. The statutory duties of a director board member are to:

- ensure that ALERC complies with its governing document (Memorandum and Articles of Association), charity law, company law and any other relevant legislation or regulations
- ensure that ALERC pursues its objects as defined in its Memorandum and Articles of Association

- ensure ALERC applies its resources exclusively in pursuance of its objects. For example, it must not spend money on activities which are not included in the objects, however worthwhile they may be
- contribute actively to the board of directors by giving firm strategic direction to ALERC, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets
- safeguard the good name and values of ALERC
- ensure the financial stability of ALERC.

In addition to the above statutory duties, each director should use any specific skills, knowledge or experience they have to help the board of directors reach sound decisions. This may involve leading discussions, identifying key issues, providing advice and guidance on new initiatives, and evaluating or offering advice on other areas in which the director has particular expertise.

This is a voluntary role and directors receive no remuneration. However, reasonable expenses incurred may be reimbursed.

## TIME COMMITMENT

Directors are expected to remain on the Board for at least 1 year and to commit to a minimum of 12 days per year. Generally, this will comprise:

- 3 days a year for Board meetings
- 1 day attending the Annual General Meeting and ALERC Conference
- 8 days (equivalent) carrying out other activities:
  - Director catch up meetings
  - Board working groups or task and finish groups
  - attending a regional meeting
  - preparing and reading papers
  - Board communications.

In 2020 ALERC Directors started meeting informally in between the Board meetings. These shorter half day meetings have engendered an ethos of teamwork and have proved useful opportunities for Directors to support each other and to work closely with the ALERC National Coordinator to explore new ideas, develop new initiatives and move forward key actions.

## PERSON SPECIFICATION

Each Director must have:

- a commitment to the mission of ALERC
- a willingness to meet the minimum time requirement
- integrity
- strategic vision
- good, independent judgement
- an ability to think creatively
- a willingness to speak their mind
- an understanding and acceptance of the legal duties, responsibilities and liabilities of being a CIC Director
- an ability to work effectively as a member of a team and to take decisions for the good of ALERC.

The board of Directors collectively needs skills and experience in the following areas:

- financial management, income generation and enterprise
- environmental policy and environmental affairs
- national and local government and statutory bodies
- biodiversity data products and services
- business management.

Having reviewed our existing Director's skills and experience, we are particularly keen to encourage candidates with any of the following:

- working as an ecologist or environmental/ecological policy officer
- working in the planning and development environment
- communications and marketing.