

# SWOBODA RESEARCH CENTRE

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## DIRECTOR ROLE DESCRIPTION

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| <b>Responsible to:</b>  | Other board directors; members |
| <b>Responsible for:</b> | Governance and stewardship     |
| <b>Location:</b>        | Meetings generally held online |

### Role Summary

Directors of the Swoboda Research Centre board carry individual and collective responsibility for the good governance of the Centre. Directors oversee the financial and non-financial performance of the organisation, and provide advice and guidance to the contractor resources such that the Centre maximises its contribution and impact.

Directors must be focused on the sustainability of the Centre, together with the interests of the subscribing members and the credit union movement in general. Directors must have a belief in the importance of research and the Centre's mission, and a commitment to co-operative values and principles.

An individual director has no individual authority except where formally and explicitly delegated by the board of directors.

This is a voluntary role. Relevant travel or other business expenses can be covered if required.

### Generic director responsibilities

A director carries these key responsibilities in collaboration with board colleagues:

- Set the mission, strategic aims and values for the Centre, and ensuring a plan is in place to deliver these
- Appoint resources to manage the organisation and implement the plan
- Supervise performance against the plan
- Identify risks to the Centre and its plans, and ensuring these are under management
- Approve policies as required
- Ensure that mechanisms are in place to keep the organisation compliant with legal and regulatory obligations
- Ensure that the board of directors has the right people, skills and experience to perform its role effectively
- Attend meetings, participating regularly and constructively in discussion, challenging appropriately where necessary
- Participate in ad hoc board tasks as required
- Accept collective responsibility for board decisions
- Represent the organisation to external parties as required
- Treat all Centre information confidentially and sensitively.

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## Skills, knowledge and experience

### Essential

- Strategy and planning
- Influencing stakeholders
- Scrutiny of financial performance and reports
- Working on boards
- Knowledge of credit unions and / or the community finance sector

### Desirable

- A background in professional research or academia
- Experience as a credit union director or CEO
- Expertise in regulation or policy-making in financial services
- Knowledge of the economic, social and market environment in which credit unions operate.

## Accountabilities

### Governance

- Attend, contribute to and support effective board meetings

### Strategic leadership

- Maintain awareness of relevant economic and market developments, and credit union issues
- Represent the Centre to external stakeholders
- Set strategic objectives, contributing to planning, approval of the plan and oversight of implementation.

### Business oversight

- Ensure effective performance reporting and evaluation
- Ensure risk management is in place

### Personal conduct

- At all times act with integrity and in line with the Centre's expectations of good conduct.

## Terms of appointment

**Terms of office** - Directors are nominated by the board, approved in office by the legal members of the organisation (not subscribers), and serve a three-year term. Directors may not serve more than three consecutive terms without at least a 12-month interval between the second and third term.

**Time commitment** - total minimum commitment of 15 hours a year, based on:

- three board meetings per year (two hours' preparation, two hours' attendance)/ Meetings are generally held on weekdays during normal working hours
- three hours a year for ad hoc activities such as working groups or extraordinary meetings.