

## **TUCO Board Directors**

The Board invites nominations for Board membership for two non-executive director positions.

Applications should be in the form of a personal statement, not more than 500 words, detailing your eligibility for the role and an accompanying endorsement from your line manager.

Applications should be sent to [matt.white@tuco.ac.uk](mailto:matt.white@tuco.ac.uk) no later than 5:00pm October 18<sup>th</sup>, 2019.

Non-executive directors (NEDs) are expected to focus on board matters and not stray into 'executive direction', thus providing an independent view of the company that is removed from the day-to-day running. NEDs, then, are appointed to the board to bring:

- Independence
- Impartiality
- Wide experience
- Special knowledge
- Personal qualities

### **The Key Responsibilities of NEDs**

The Chairman and Chief Executive use the NEDs to provide general counsel, and a different perspective, on matters of concern. They also seek NED guidance on particular issues before they are raised at board meetings. Indeed, some of the main specialist roles of a non-executive director will be carried out in a board sub-committee. The key responsibilities of NEDs include the following:

#### **Strategic Direction**

The non-executive director may have a clearer or wider view of external factors affecting the company and its business environment than the executive directors. The normal role of the NED in strategy formation is therefore to provide a creative and informed contribution and to act as a constructive critic in looking at the objectives and plans devised by the chief executive and the executive team.

#### **Monitoring Performance**

Non-executive directors should take responsibility for monitoring the performance of executive management, especially with regard to the progress made towards achieving the determined company strategy and objectives.

#### **Risk**

NEDs should satisfy themselves on the integrity of financial information and that financial controls and systems of risk management are robust and defensible.

#### **Audit**

It is the duty of the whole board to ensure that the company accounts properly to its shareholders by presenting a true and fair reflection of its actions and financial performance and that the necessary internal control systems are put into place and monitored regularly and rigorously.

## **Main Responsibilities and Accountabilities of a Non-Executive Director:**

### **Strategy and Accountability:**

1. Assist in the setting of TUCO's strategic aims, ensuring that the necessary financial and human resources are in place.
2. Focusing on results and outcomes, hold the Chief Executive to account for the effective management and delivery TUCO's Strategic Objectives.
3. Ensure that TUCO manages risk effectively and that all risks taken can be managed.
4. Ensure that services are run for the people using them.
5. Ensure the long-term sustainability of TUCO.
6. Build and maintain close relations between TUCO's members and stakeholder groups to promote the effective operation of TUCO's activities. Act as an ambassador for TUCO in engagement with stakeholders.
7. Maintain the financial viability of TUCO, using resources effectively, controlling and reporting on financial affairs.
8. Prepare for, attend and contribute to the regular Board of Directors' meetings and Board development activities.
9. Participate in those activities where it has been agreed that Non-Executive Directors involvement would bring an external and independent perspective e.g. appointments of senior staff.
10. Provide independent scrutiny, ensuring excellence in management is achieved.
11. Ensure effective stewardship through planning, strategy, control and value for money.
12. Attend the Annual General Meeting and sub-committees, as agreed with the Chair.
13. Participate in an annual board effectiveness review.
14. Support the Chair and Chief Executive in the governance and stewardship of TUCO.
15. Provide advice and guidance on issues relevant to your own skills, expertise and experience.
16. Through own behaviours, model TUCO's values in all interactions with internal and external stakeholders.

### **Key Terms and Conditions:**

Term of office: Initial term 4 years, ability to extend for one additional 4-year term.

Expected Time Allowance: 15-20 days per annum. The time requirement is a mixture of set commitments and more flexible arrangements for ad hoc events, reading and preparation. The time commitment is split between the working day and evenings.

This job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances, in discussion with the post holder. This role profile is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and on-going discussions.

Remuneration: Unpaid but with mileage and expenses for formal TUCO business.

## **Person Specification Non-Executive Directors:**

### **Eligibility, Background and Experience**

- Eligible to be a member of TUCO.
- Have a genuine commitment to TUCO members and to the promotion of excellence in hospitality services.
- Experience of holding senior management teams to account and, in turn, accustomed to a high level of accountability.
- Sufficient time to fulfil the requirements of the post.

### **Knowledge, Skills and Abilities**

- An understanding of hospitality issues and how organisations operate within higher and further education.
- Proven leadership skills.
- Commitment to TUCO's values.
- An understanding and acceptance of the legal duties, liabilities and responsibilities of TUCO Non-Executive Directors.
- Excellent interpersonal skills.
- Able to work as part of a team to meet common goals and willingness to utilise skills and experience for the good of the organisation.
- Good communication skills.
- Able to assess strategies and plans of action to achieve objectives.
- Astute, able to grasp relevant issues and understand the relationships between interested parties.
- Sound independent judgement, common sense and diplomacy.
- Creative thinker.
- A commitment to good corporate governance.