

## **LGM CIC Director Role Description Summary**

As a group, Board members will be collectively responsible for planning and overseeing the sustainable development of Leybourne Chase and its associated activity programme. The Board of Directors are responsible for the overall governance and strategic direction of LGM CIC, developing the organisation's aims, objectives and activity programme in accordance with the governing document, legal, and regulatory guidelines.

Directors will need to demonstrate a time commitment of around 4-6 hours per month (initially) to be able to prepare for, attend and follow up actions from any Board meetings. Meetings are generally held in the Community Centre at 6pm on a weekday evening, but this can be flexed to achieve majority attendance once new board members are in place.

This is a voluntary role however the CIC will reimburse expenses such as travel and training. There is currently no fixed term for directors. However, this is something the current Board would like to amend as part of a general refresh of the Articles.

### **MAIN RESPONSIBILITIES:**

1. Guide and manage the strategic development and implementation of a 3-5 year Business Plan to successfully implement the Trust's activity programme
2. Appoint and manage any staff, consultant, procure contractors and/or delivery partners
3. Establish and monitor implementation of policies and procedures to ensure an effective organisation that functions within the required legal and regulatory framework and, in line with the organisations' Articles of Association, striving for best practice in governance
4. Monitor and oversee the management of LGM CIC's work programme:
  - Taking handover of remaining assets from Taylor Wimpey
  - Communication, engagement and consultation with residents, partners and stakeholders
  - Initiation and brokering of practical community projects for effective programme delivery
  - Work in partnership with local providers, stakeholders and funders to maximise opportunities and benefits to our community
  - Maximise income through revenue generation, securing of external funding and partnership approaches where costs are shared for community benefit
  - Marketing and communicating LGM CIC, opportunities and its progress.
5. Arrange and participate in the Annual General Meeting, and any associated public meetings.
6. Undertake other such duties as may be required, including taking on lead subject area roles, participating in meetings, sub committees & working groups.

## PERSON SPECIFICATION

The Directors will need to have a variety of skills, experiences and personal attributes that will ensure a creative and effective team. No one individual can meet all the requirements, but people should be able to demonstrate some of the following:

### 1. KNOWLEDGE

We are looking for people who can bring insights, experiences or professional knowledge in one or more of the following areas:

- ◆ Finance and accounting
- ◆ Legal and governance
- ◆ Community sector (charities, CIC, community development and engagement)
- ◆ Raising funding, such as grants
- ◆ Our local community
- ◆ Estate Management industry, facilities and contract management.

### 2. SKILLS AND EXPERIENCES

We are looking for people who can bring skills and experience in one or more of the following areas;

- ◆ Marketing and communication
- ◆ Community involvement
- ◆ Organisational management
- ◆ Business planning
- ◆ Personnel management.

**Essential:** a) Ability to work with and relate to people of various backgrounds and experience

**Desirable:** a) Knowledge/experience of partnership working  
b) Working as part of a team  
c) Managing an organisation in a professional or voluntary capacity  
d) Working with community and voluntary groups

### 3. MOTIVATION

**Essential:** a) Commitment to the vision and principles of LCM CIC, and to the role LGM CIC has in developing and sustaining a vibrant place to live for our residents  
b) Commitment to provide and maintain quality facilities and services for all residents of the area  
c) Commitment to receive appropriate training as an individual and as part of the team  
d) Commitment to operate collectively to improve the social and community life within Leybourne Chase



LEYBOURNE CHASE  
COMMUNITY

- e) Commitment to open, inclusive, and transparent methods of working.