



Role Description for Co-opted Member:

Title:	Co-opted Member
Responsible to:	Chairman of the Board
Responsible for: <ul style="list-style-type: none"> ❖ Acting in the capacity of a Director under company legislation ❖ Fulfilling the duties of a Company Director under the Companies Act 2006 ❖ Providing leadership, direction and control to GGHT's strategic direction, policies and vision Establishing control and risk management frameworks ❖ Ensuring the necessary financial and human resources are in place and robust systems of performance management. 	
Remuneration:	None but out of pocket expenses will be paid.
Term of Office:	1 year (subject to review)
Main Objectives:	To provide leadership for the direction and control of the company
<ul style="list-style-type: none"> ❖ To work with other Board members to ensure that the Board operates effectively ❖ To ensure that the Company is governed correctly in line with its constitutional, statutory and regulatory obligations, its Code of Conduct, and best practice ❖ To ensure that all Board decisions comply with the Companies Act 2006 ❖ To set the short and long term objectives and strategy for the company ❖ To drive the development of the corporate plan and provide a constructive challenge to the Executive Team ❖ To contribute to the review and evaluation of present and future opportunities, threats and risks in the external environment and current and future strengths, weaknesses and risks in the internal environment ❖ Contribute to the discussion of annual budgets 	

- ❖ To support the Board to establish and maintain financial control in the following areas:
 - Board approval of the business plan
 - Board approval of the accounts
 - Board approval the budget
 - Board approval of new borrowing facilities
- ❖ To ensure all decisions reflect the Company's commitment to Equality & Diversity and Health and Safety
- ❖ To approve Company policies
- ❖ To ensure that the Company engages with the local communities and supports and develops community cohesion
- ❖ To attend Board meetings and, where required, Committee meetings
- ❖ To fully prepare for Board/Committee meetings
- ❖ To participate fully in Board meetings
- ❖ To set targets, monitor and regularly review progress on overall performance
- ❖ To fully participate in learning and development relevant to the role of a Board Member
- ❖ To participate in reviews of their own performance and that of the Board
- ❖ To establish and oversee a framework of delegation and systems of control
- ❖ To develop effective working relationships with other Board Members and officers
- ❖ Ensure that the Company meets its legal and moral obligations to its employees, customers and contractors
- ❖ To adopt safe working practices
- ❖ To respect confidentiality of information
- ❖ To lead by example at all times, maintaining the highest standards of probity
- ❖ To support the Board on the appointment (and where necessary removal) the Chief Executive and Executive Directors and their remuneration.
- ❖ To declare any relevant interests and act in accordance with the requirements of the constitution in relation to those interests