



# Elizabeth College

## **JOB DESCRIPTION FOR A DIRECTOR**

1. This JD is based on the AGBIS template but is aligned with the Statutes (attached) which remains the authoritative document. The Statutes are an Order of Queen's Council and can only be changed by power of His/ Her Majesty. The title Elizabeth College (EC) includes the Upper School and Junior School. Collectively with other members of the Board of Directors (BoD), a Director must:

### 1. **Main Responsibilities**

- a. Determine the overall direction and development of EC through good governance and clear strategic planning.
- b. Ensure that EC and its representatives function within the legal and regulatory framework of the sector and in line with the College Statutes, continually striving for best practice in governance.
- c. Uphold the fiduciary duty invested in the position, undertaking such duties in a way that adds to public confidence and trust in EC.

### 2. **Main Duties**

- a. Ensure EC complies with legislative and regulatory requirements, and acts within the confines of its Statutes.
- b. Act in the best interest of EC, beneficiaries and future beneficiaries at all times.
- c. Promote and develop EC in order for it to grow and maintain its relevance in society.
- d. Maintain sound financial management of EC's resources, ensuring expenditure is in line with its objectives, and investment activities meet accepted standard and policies.
- e. Interview, appoint and monitor the work and activities of the senior staff.
- f. Ensure the effective and efficient administration of EC and its resources, striving for best practice in good governance.
- g. If required, act as a counter signatory where a cheque, application for funds, contract, agreement or other specified document is outside the powers delegated to senior staff.
- h. Maintain absolute confidentiality about all sensitive/confidential information received in the course of Directors' responsibilities to EC, and to accord with the conflicts of interest policy.

- i. Know and support the aims of EC and its mission statement and ensure that these are achieved.
- j. Know the overall tasks of the BoD and ensure that these are fully carried out.
- k. Contribute his or her expertise to the discussions of the BoD and, if possible, at least one committee and/or specified additional post. The standing committees are Finance and General purpose, Elizabeth College Junior School and Foundation and Marketing.
- l. In addition individual Directors are appointed as lead for Child Protection, Health and Safety, AGBIS liaison and Staff Common Room liaison, and others as required.
- m. Respect the confidentiality of the BoD and all information about EC's staff, parents and pupils.

3. **Commitment Expected from a Director**

The degree of commitment required of a Director to achieve the job description is to:

- a. Attend as many meetings and EC events as possible.
- b. Be prepared to put in sufficient time to visit EC periodically during working hours, and to study relevant background and current papers.
- c. Attend training courses.

4. **Accountability**

As the BoD are responsible and liable for the governance and functioning of EC, they are accountable in varying degrees to a variety of stakeholders, including HE The Lieutenant Governor, the States, parents and pupils. Close attention must be given to the Statutes to ascertain the type of organisational structure and the range of interested parties.

5. **References**

On successful appointment Directors will be requested to provide references to meet the safer recruitment procedures required within child safeguarding.