

Job Description – Whiteleaf and Cadsden Residents Association CIC (WCRA)

Job title:	All CIC Board Directors WCRA CIC
Terms:	3-year elected term, renewable max. 3 terms, per Company Articles
Remuneration:	Unremunerated – Honorary role
About us:	<p>WCRA CIC is the collective voice of the two hamlets on issues of community interest. The hamlets comprise 158 households of which 90% receive WCRA circular emails. WCRA CIC is managed by its board of directors who are all resident in one or other hamlet. The company facilitates communication within the hamlets and promote our ethos statement and work within the limits of our Constitution. Our constitution, ethos/aims and mission statement are here: https://wcra.blog/about/</p>
About the role:	<p>CIC Directors are volunteers of WCRA CIC who co-directors may appoint on (4) of their number to the role. Directors may raise discussion items and participate in Board discussions and decisions as participant.</p>
Role requirements:	<p><u>Communication skills - Tact and diplomacy, impartiality plus the ability to respect confidences – understanding of the work undertaken by the CIC.</u></p> <p>Directors are responsible for working together to follow and comply with the aims of the organisation and making sure that allocated tasks are completed.</p> <p>Before board meetings Directors should read and understand the agenda and ensure that any questions, they wish to raise are done so at the meeting to inform constructive discussion.</p> <p>Directors report to the Board of WCRA CIC.</p>
Main Responsibilities:	<p>Main responsibilities of Directors are to:</p> <p>Function as the organization’s representatives. This involves the presentation of the company’s aims, policies and ethos to residents and partners, and to the outside world.</p> <p>Participate at general meetings and board meetings. By keeping track of the contributions of co-directors and being equally involved in decision making. Directors should work together towards consensus.</p> <p>Effectively communicate with colleagues, shareholders, and stakeholders.</p> <p>Lead and contribute to specific events and projects.</p>
Specific duties and responsibilities in addition to those listed above:	<p>Directors should, in conjunction with designated co-directors ensure that:</p> <ul style="list-style-type: none">• Financial controls and management policies are in place.• Matters of risk and risk mitigation are assessed and discussed in forum.• Deadlines are complied with and met in liaison with designated co-directors.