

Role description

Board Member

Reports to	Chair of the board
Time commitment & location	Time commitments are indicated below. Board meetings take place online using 'Teams' or in venues across the UK (most often in London)
Remuneration	Expenses for travel and out of pocket expenses may be claimed
Tenure	3-year term (maximum tenure 3 x 3-year terms)

About NDTi

NDTi has been working with communities, government, health and social care professionals for 30 years to ensure that people with disabilities of all ages are given choice and control over their own lives.

Our organisation exists to make change happen by celebrating what's possible, supporting changemakers and building self-determination. Our work always focuses on wider life outcomes. We want everyone to enjoy the same life course and opportunities – education, paid work, a place of their own, fulfilling personal relationships and a chance to contribute to their communities.

Formed in 1992, NDTi is a not-for-profit Registered Society (27566R).

Our vision



At the heart of everything we do is our belief in a society where **all people**, regardless of age or disability, **are valued** and able **to live the life they choose**.

We believe that all people should have choice and control over their own lives, that their human rights be respected and that they are valued as equals.

Our vision is shared by our members, our people, our partners and the people who fund or commission our work.

Purpose of the role

The role of a Board Member is to ensure that NDTi fulfils its duty to the people who we are concerned with (indirect beneficiaries of our work). Members do this by contributing different knowledge, experiences and skills gained from a diverse range of backgrounds and delivering NDTi's vision, mission and values.

The Co-operative and Community Benefit Societies Act 2014 defines the Board of Members as being the main governing body with ultimate responsibility for the society. NDTi's Members are responsible under the society's governing document for controlling the administration and management of the organisation.

Your duties as a Board Member

At NDTi, our board members:

- Ensure NDTi complies with its governing document, the 'Rules of the NDTi' together with legal, commercial and other necessary requirements as a Registered Society
- Make sure that NDTi pursues its purpose and objectives as defined in our governing document
- Ensure that NDTi applies its resources with due care and exclusively in pursuance of NDTi's mission and the continuation and development of the Society
- Contribute actively to the Board, giving firm strategic direction to the Chief Executive and Leadership Team, setting overall policy, defining goals and setting targets, and evaluating performance against agreed targets
- Ensure the short and longer-term financial stability of the organisation
- Safeguard the good name and values of the organisation
- Appoint the Chief Executive and monitor the post holder's performance
- Ensure the effective and efficient administration of the organisation
- Ensure the proper investment of the organisation's funds, and if held, protect and manage the property of NDTi
- Make sure that the organisation is properly insured against all reasonable liabilities and manages the risks associated with the business

- Act always in the best interest of the organisation, the people it supports and its suppliers and clients, declaring any potential conflict of interest as soon as they are known
- Avoid unfair bias and discrimination and promote diversity and equal opportunities
- Promote the positive image and reputation of NDTi and participate in external and internal events to this end
- Work to connect NDTi to new groups and stakeholders across the country with whom the organisation can forge relationships and alliances to further promote and build the work of the society through sharing access to personal and professional networks
- Champion the role of NDTi, its work and its values, acting as an advocate for societal change

In addition to the above statutory duties, each Board Member uses specific skills, knowledge or experience they have to help the Board reach sound decisions and aid the Executive Team to develop and grow the organisation.

This may involve scrutinising Board papers, leading discussions, identifying key issues, providing advice and guidance on new or existing NDTi programmes and evaluating or offering advice on other areas in which the trustee has particular experience.

Time commitment

Board Members are expected to attend all Board Meetings. Board meetings are held four times a year during normal office hours. One meeting each year is dedicated to NDTi's 'Away Days', where members join staff and associates to share insights and progress, discuss and plan strategic direction, priorities for the year ahead and to convene the society's Annual General Meeting. When permitted, this is a residential event, starting mid-morning and lasting the whole of the following day. The other three meetings last approximately three and a half hours and are often held online (using 'Teams') or in London, although the location can vary.

Members serving on sub-committees are required to convene when needed, most often on an ad-hoc basis. Committees can meet in person or virtually and all members need to have access to an internet-enabled computer to access papers and resources and join remote meetings.

All Board Members are encouraged to connect with the wider NDTi team, most commonly in an area of the organisation that the member holds a special interest in, and can therefore provide operational leads with advice, guidance, policy or business insights.

Person specification

Each board member must have:

- A commitment to the mission and values of NDTi
- A willingness to devote the necessary time and effort to NDTi, together with a willingness to act as an ambassador to external bodies and organisations
- A willingness to abide by the Code of Conduct for Members
- A willingness to speak their mind and provide constructive challenge and scrutiny
- An understanding and acceptance of the legal duties, responsibilities and liabilities of a Board Member
- An ability to work effectively as a member of a team and to take decisions for the good of NDTi
- A willingness to allow the Chief Executive and staff to make reasonable decisions and to act within the limits prescribed by the Board
- Integrity and trustworthiness
- Good, independent judgement
- An ability to think creatively

The Board collectively needs to hold skills and experience in the following areas:

Governance

- Dynamic and visionary leadership
- Commercial acumen
- Strategic planning
- Audit and risk management
- Leading change

Specific expertise

- Experience of being a user of health and social care services or being a family carer for someone with experience of using services.
- Contribution to, or knowledge in an area of specific interest to NDTi and the organisations [work themes and programmes](#)

- Current or past work within the public, private or VCSE sector across communities, health, social care, children's services, education or wider relevant area
- Financial expertise

Other expertise

- Chairing skills
- Organisational Development
- Marketing, communication, public relations or branding
- IT and digital technology
- Organisational development
- Human Resources
- Income generation/business development
- Policy or legal