



DIRECTORS - ROLES AND RESPONSIBILITIES

Generic Role and responsibility of a Director of the Emergency Planning Society (EPS)

- Undertake your role as director according to the rules outlined with the Articles of Association
- Follow Articles of Association, By-Laws and the Code of Professional Conduct
- Act in the best interests of the EPS to promote its success.
- Use your own independent judgement to make decisions and do not allow other people to control your power as a director.
- Exercise reasonable care, skills and due diligence.
- Perform to the best of your ability.
- Use any relevant knowledge skills or experience you have i.e. accountant, lawyer etc.
- Avoid conflicts of interest.
- Not accept benefits from third parties.
- Declare interests in proposed or existing transactions or arrangements with the company.

Director of Finance

- Analysing market trends and the financial climate to create strategic plans for the future of the EPS
- Assist in formulating the EPS future direction and financial strategy to optimise the value created for members and stakeholders and secure a sustainable future for EPS.
- Interpreting complex financial data and providing updates and advice as required.
- Ensuring that the EPS financial practices adhere to the statutory regulations and legislation.
- Supervising employees of their day-to-day financial operations such as financial data tracking, invoicing and payroll.
- Contracting & liaising with financial auditing services to make sure that all financial records are updated.
- Performing research to seek methods that can help minimise financial risk.
- Provide financial advice and information and recommendations for income generation.
- Preparing financial reports on a monthly and yearly basis.
- Nurturing and maintaining good relationships with contractors, clients and others.
- Other projects as required.
- Attend Board Meetings.

Director of Policy, Performance & Governance

- Lead director for policy, performance and governance.
- Responsibility for the development of robust performance regime covering all areas of the society. Working with the board and NOC to drive a culture of improvement.
- Support continuous improvement through the development and implementation of policies and key initiatives and projects
- Monitoring of the business action plan.
- Development of policies and procedures as required.
- Review and maintenance of cadre of policies.
- Governance of new projects.
- Review and monitoring of tendering process.
- Work in support of the transformation and change process.
- Support for other portfolios for governance and procedures.
- Assessment of ISO and BS standards relevant to the society.
- Initiate task and finish groups as required.
- Other projects as required.
- Attend Board Meetings



Director Professional Working Groups (Special Interest Groups)

- Lead director for Special Interest Groups (SIGs) and providing support and guidance as required.
- Developing and monitoring aims, objectives and performance of SIGs
- Development and initiation of new SIGs as identified.
- Development and delivery of workshops in conjunction with other directors (and specifically professional standards and learning and strategic and corporate partnerships.)
- The development and publication of guidance, standards and best practice within the profession aligned to the SIGs.
- Lead voice SIG Chairs for subject specific requests/media.
- Develop strategy for increasing non-UK membership and investigate opportunities in terms of opportunities for SIGs and networking groups.
- Reviewing existing operations and finding areas for development and growth.
- Upholding policies and values while leading by example at all times
- Other projects as required.
- Initiate task and finish groups as required.
- Attend Board Meetings.

Director of Member Services (Branches, Regions and Head Office)

- Lead director for working with branches and regions underpinned by the National Operations Committee (NOC)
- Development and maintenance of effective communications between Branches, SIGs, NOC and the Board. Working with the director of SIGs to ensure integration across all functions.
- Lead the transformation and change from branches to networking, discussion forums and sharing of practice conjunction with other directors.
- Recruitment & retention of members.
- Development of member services and benefits
- Establishing operational tasks, applying policies and procedures for employees.
- Leading and managing head office functions and management of employees.
- Reviewing existing operations and finding areas for development and growth
- Other projects as required.
- Initiate task and finish groups as required.
- Attend Board Meetings.

Director Corporate and Strategic Partnerships

- Lead director for corporate and strategic partnerships.
- Leadership of corporate and strategic partnership opportunities internally and externally.
- Work with all directors in support of their portfolios to identify and support partnerships to add value to the member experience.
- Develop opportunities for membership of the EPS with corporate and education organisations, including sponsorships and donors.
- Development of international partnerships and membership.
- Develop and deliver partnerships with other professional associations to add value and promote collaborative opportunities.
- Delivery and promotion of the EPS at events, exhibitions and conferences.
- Ensure appropriate representation at external events run by other interested parties.
- Development of membership packages in conjunction with relevant directors
- Opportunities for income generation through partnerships.
- Initiate task and finish groups as required.
- Attend Board Meetings.



Director of Communications & Marketing

- Lead director for digital solutions, communications and marketing
- Development and delivery of digital and communications plan.
- Development, implementation and management of digital programmes, including the website. Apps, eLearning, CPD and other opportunities in conjunction with Director of PS&L.
- Development and delivery of digital membership opportunities including online services.
- Develop information and packages for talking heads for EPS on specialist subject areas.
- Work with all directors and contractors to ensure delivery of effective and targeted communications to members and external parties, including press releases, social media, articles and statements.
- Consideration and agreement of requests for EPS to attend/present at events.
- Delivery and promotion of the EPS at exhibitions and events in conjunction with other directors.
- Support development of marketing materials.
- Delivery of the transformation of the brand of the EPS
- Research and identify new opportunities - including areas of growth, partnerships.
- Review and delivery of Resilience publication, promotion of articles and income generation.
- Initiate task and finish groups as required.
- Attend Board meetings.

Director Professional Standards and Learning

- Lead director for professional standards and learning.
- Development and delivery of professional standards and learning, including education, competences, learning pathways and delivery plan for members.
- Lead for professional development with other learning institutions.
- Management of work streams associated with learning pathway, core competence framework, CPD, membership & development, membership application and upgrade process.
- Identification of new educational and learning opportunities for members.
- Consideration of events and needs of members in conjunction with all other directors.
- Development and delivery of membership action plan, including recruitment and retention of members.
- Development of membership benefit packages in conjunction with relevant directors and operational groups
- Liaison with universities
- Development of online tools and eLearning in conjunction with the director of communication.
- Chair of various committees/subgroups and responsible for maintaining professional standards.
- Development of mentoring scheme and student benefits in conjunction with other relevant directors
- Other projects as required.
- Initiate task and finish groups as required.
- Attend Board meetings.

Director of Business Development

- Research and identify new business opportunities - including new markets, areas for growth, trends, customers, partnerships, products and services - or new ways of reaching existing markets.



- In conjunction with director of corporate and strategic partnerships seek out the appropriate contact in an organisation and foster and develop relationships.
- Understand the needs of members and stakeholders and be able to respond effectively with a plan of how to meet these.
- Think strategically - seeing the bigger picture and setting aims and objectives in order to develop and improve the business.
- Work strategically - carrying out necessary planning in order to implement operational changes.
- Discuss promotional strategy and activities with other directors and communications contractor.
- Liaise with the director of finance as appropriate.
- Seek ways of improving the way the society operates.
- Be aware and informed of trends and changes in the business world.
- Help to plan marketing campaigns in conjunction with director of communications.
- Increase income generation opportunities.
- Develop membership packages in conjunction with relevant directors.
- Other projects as required.
- Initiate task and finish groups as required.
- Attend Board meetings.