

Directors Roles and Responsibilities – Guide

1	<p>Identify the type of directors within the company e.g.</p> <p>Executive - a director who is an employee of the company and employed under a service agreement or other contract of employment to do a particular job e.g. managing director or finance director. They will usually devote his full time and attention to the day to day running of the company.</p> <p>Non-executive - a director who is not an employee of the company and is a director who is otherwise independent of the company and not involved in its day to day management but who contributes to the running of the company by attending board meetings and sitting on committees typically expected to be able to provide an independent, objective perspective on strategic matters, based on relevant knowledge and experience.</p> <p>Nominee director - is a director of a company who is nominated by a shareholder to monitor the company's progress and, consequently, the value of their investment. A nominee director owes the same duties to the company as any other director.</p>
2	<p>Create directors service level agreements to capture employment agreement and the director's statutory obligations</p>
3	<p>Create clear robust role profiles to capture roles of directors within the company. Different methods may be used to gather, share and agree the most effective breakdown of directors' responsibilities; functional roles and reporting lines through the organisation.</p>
4	<p>Agree communication methods to cascade clear and consistent messages to employees within the company setting out roles and responsibilities; aims and objectives; operational policies to support strategy and defining company culture and values.</p>