THE ASSOCIATION OF JAMAICANS UK (AOJUK)

Job Description: Non-executive Director of Governance

1. Purpose of the Role

The Director of Governance will support AOJUK in maintaining effective governance, organisational accountability and compliance with its constitution and applicable legal and regulatory requirements.

The role will coordinate the servicing of the Central Executive Committee (CEC), support the organisation of the Annual General Meeting (AGM), promote good governance practices, oversee the coordination of health and safety and insurance requirements, and assist the branches in fulfilling their governance responsibilities.

The Director will also support the training and development of the CEC and branch officers to strengthen leadership, decision-making and the effective management of the Association.

2. Key Responsibilities

A. Central Executive Committee (CEC) Support

- Coordinate the servicing of CEC meetings, including preparing agendas in consultation with the Chair and relevant officers.
- Ensure that meeting papers are circulated in good time and that accurate minutes and records of decisions are maintained.
- Maintain a record of agreed actions and follow up with relevant officers to monitor progress.
- Support the CEC in carrying out its responsibilities in accordance with the Association's constitution and agreed procedures.
- Maintain an appropriate record of key governance documents, policies and decisions.

B. Constitution and Organisational Governance

- Promote compliance with AOJUK's constitution, rules and agreed governance procedures.
- Advise the CEC when constitutional provisions or governance procedures require clarification or review.
- Identify areas where policies, procedures or governance arrangements need updating.
- Support the proper recording and implementation of formal decisions made by the CEC and membership.
- Help ensure that responsibilities, delegated authority and reporting arrangements are clearly understood throughout the Association.

C. Annual General Meeting (AGM)

- Coordinate the governance arrangements and administrative preparations for the AGM.
- Work with the Chair, Director of Finance and other relevant officers to prepare the AGM agenda and required reports.
- Ensure that notices, supporting papers and other AGM documentation are prepared and circulated in accordance with the constitution.
- Support arrangements for elections, nominations, voting and the recording of resolutions, as required by the constitution.
- Ensure that the minutes and decisions of the AGM are accurately recorded and retained.
- Monitor the implementation of decisions arising from the AGM.

D. Charity Commission and Regulatory Compliance

- Help ensure that AOJ UK meets the reporting, filing and other regulatory obligations applicable to its legal status.
- Where AOJUK is a registered charity in England and Wales, support compliance with relevant Charity Commission requirements.
- Maintain a record of important reporting deadlines, governance obligations and required submissions.
- Work with the Director of Finance and other relevant officers to ensure that financial and organisational information required for regulatory reporting is provided on time.
- Bring potential compliance concerns to the attention of the CEC and support appropriate remedial action.
- Help ensure that changes to trustees, governing documents or other relevant organisational details are reported to the appropriate authority when required.

E. Health and Safety Compliance

- Coordinate the review of health and safety arrangements for AOJUK activities, meetings and events.
- Support the development and maintenance of appropriate health and safety policies and procedures.
- Encourage suitable risk assessments for events, activities and other relevant operations.
- Help ensure that responsibilities for health and safety are clearly allocated and understood.
- Bring identified risks, incidents or compliance concerns to the attention of the appropriate officers and the CEC.
- Support the review of arrangements to ensure that activities are conducted as safely as reasonably practicable.

F. Insurance Requirements

- Coordinate the review of the Association’s insurance requirements with the appropriate officers and insurance providers.
- Help ensure that suitable insurance arrangements are maintained for the Association’s activities, events, property and relevant liabilities.
- Check that insurance cover is reviewed when activities, venues or organisational circumstances change.
- Maintain a record of insurance policies, renewal dates, relevant conditions and supporting documentation.
- Bring gaps in cover or potential insurance risks to the attention of the CEC.

- Encourage branches to review their insurance needs and confirm whether their activities are covered by the Association's existing policies or require separate arrangements.

G. Governance Support for the Branches

- Support the three London branches in understanding and fulfilling their governance responsibilities.
- Help branch officers apply the Association's constitution and relevant governance procedures consistently.
- Provide guidance on branch meetings, minutes, decision-making, elections, record-keeping and reporting requirements.
- Encourage branches to maintain appropriate records of decisions, activities, policies and delegated responsibilities.
- Identify governance training needs and provide or arrange practical support where required.
- Promote the sharing of good practice between branches while recognising their individual circumstances and responsibilities.
- Refer significant governance concerns to the CEC for consideration.

H. Board Training and Development

- Identify the training and development needs of CEC members and branch officers.
- Arrange or coordinate induction for newly appointed officers and committee members.
- Promote training in governance, trustee responsibilities where applicable, financial oversight, safeguarding, health and safety, risk management and regulatory compliance.
- Encourage periodic reviews of the CEC's effectiveness, skills and governance arrangements.
- Help ensure that officers understand their roles, responsibilities, delegated authority and accountability to the Association.
- Identify suitable external training resources and affordable development opportunities for volunteers.

3. Accountability and Working Relationships

The Director of Governance will report to the CEC and work closely with the Chair, Director of Finance, other Directors, committee members and the officers of the three London branches.

The Director will coordinate and support governance arrangements but will not assume the legal responsibilities of the CEC, individual trustees, branch officers or other designated officeholders.

Where a matter requires specialist legal, health and safety, insurance or regulatory advice, the Director will recommend that appropriate professional guidance is obtained, subject to the Association's approval procedures.

4. Person Specification

The Director should demonstrate:

- Good organisational, administrative and communication skills.
- An understanding of committee governance, constitutional procedures and organisational accountability.
- The ability to prepare agendas, maintain records and monitor agreed actions.
- An appreciation of health and safety, insurance and regulatory compliance requirements.
- The ability to support and guide volunteers in carrying out governance responsibilities.
- Good judgement, discretion, impartiality and attention to detail.
- A commitment to improving governance standards across AOJUK and its branches.

Previous experience in governance, charity administration, committee management or voluntary-sector leadership is desirable but not essential, provided the individual has the appropriate skills and willingness to undertake relevant training.

5. Review

This job description may be reviewed by the CEC to reflect changes in the Association's constitution, regulatory obligations, governance arrangements and organisational needs.