

Director Role Descriptions:

Treasurer (Independent)

1. Must be a qualified accountant
2. Work with the Office Administrator to ensure that accounts are prepared and audited for approval at the AGM
3. Oversee the financial running of the organisation and ensuring they are legal, constitutional and within accepted accounting practice
4. Monitor and report on the financial health of the organization and report to the Board
5. Oversee the production of the necessary financial reports/returns, accounts and audits
6. Liaise with relevant staff, Board members and/or volunteers to ensure the financial viability of the organisation
7. Ensure Board members are aware of their financial obligations and take a lead in interpreting financial data
8. Work with the Office Administrator on the production of an annual budget and
9. Lead on appointing and liaising with auditors/independent examiner

Communications and Marketing (Independent)

1. Engage with RYANI staff in particular the COO who has the objectives and KPIs aligned to partnering and external funding development and programmes
2. Engage with partner organisations to create effective relationships and network of contacts
3. Promote with partners (existing and new) marketing opportunities that combine all with RYANI, clubs and centres, shared benefits across sport and leisure as the outcome
4. Be familiar with the forums utilized by RYANI
 - a. Advertising (website, social media, newsletters)
 - b. Programme partnership
 - c. Event sponsorships
5. Build the plan of promotion, funders to be engaged, methods and timescales
6. Liaise with regional communicator to maximize links into media outlets
7. Ensure the communications plan is reviewed annually and present to the Board
8. Monitor the operational plan ensuring there are regular and effective communications to stakeholders. Ensure feedback is sought from stakeholders on this effectiveness

Independent Director

This Director will not have a specific remit, however, should have an interest in the development of sailing.