

EXECUTIVE COMMITTEE JOB DESCRIPTIONS

EXECUTIVE COMMITTEE MEMBER

JOB PURPOSE

Working as a member of the Executive Committee to lead the organisation and ensure the Society delivers its purpose and strategic direction as a leading think tank of the left

Accountable to:

Chair of the Executive Committee and members of the Society

Other key relationships:

The General Secretary, other members of the Executive Committee

KEY TASKS

- 1 As a member of the Executive Committee provide appropriate leadership and vision for the Society
- 2 As a member of the Executive Committee ensure the effective corporate leadership of the Society and that it has:
 - a) clear objectives and strategic direction for achieving them; and
 - b) operational plans for achieving its strategic objectives.
- 3 Through the General Secretary monitor the performance of the Society to ensure it delivers its plans effectively.
- 4 Promote the interests of the Society through networking, press and media outlets, including supporting fundraising
- 5 Represent members interests and act as a link for members, by speaking to members and supporting or coordinating member-led activity

KEY RESPONSIBILITIES (this list is not exhaustive)

- Provide independent judgement and advice on issues of strategy, vision, performance, resources and standards of conduct and constructively challenge, influence and help the staff develop proposals on such strategies;
- Monitor the performance of management in meeting agreed goals and objectives;
- Obtain comfort that financial information is accurate and that financial controls and risk management systems are robust and defensible;
- Contribute to the determination of policies to ensure appropriate levels of remuneration for the General Secretary and staff of the Society.

- Take an active part in sub committees established by the Executive Committee to exercise delegated responsibility.
- As a member of the executive committee support, encourage and where appropriate 'mentor' senior staff;
- Bring independent judgement and experience based on political, financial, legal or governance expertise from outside the Society and apply this to the benefit of the Society;
- Respect the principles of confidentiality and propriety and always act in the best interests of the Fabian Society, including declaring and mitigating any conflicts of interest that arise.
- Assist fellow Executive Committee members in setting the Society's strategic aims. Ensuring that the necessary financial and human resources are in place for the Society to meet its objectives, and the performance is effectively monitored and reviewed;
- Assist fellow Executive Committee members in setting the Society's values and standards and ensure that its obligations to its members, local societies and Labour MPs are understood and fairly balanced at all times; and
- Engage positively and collaboratively in Executive discussion of agenda items and act as an ambassador for the Society in engagement with members, local societies and Labour MPs, dealing with the media when appropriate.