

JOIN OUR NON-EXECUTIVE DIRECTOR TEAM

The Devon Association of Local Councils (DALC) plays a vital role in empowering parish and town councils across Devon. As an organisation committed to fostering local governance, DALC is seeking individuals to step forward and contribute their skills and experience as non-executive directors.

Reasons to consider applying:

1: Contribute to our effective governance

As a company director for DALC, you can actively contribute to our strategic plan. You can help shape the policies and decisions that directly impact our membership. Your input and expertise can influence how we deliver our services, how resources are allocated, and the projects/initiatives we engage with.

2: Make a meaningful impact

If you are passionate about local councils and standards of probity in public life, and wish to promote and protect local councils' interests, rights, functions, and privileges, and assist them in the performance of their duties, then DALC can offer a fulfilling platform to translate that passion into action. Through the role you can work with fellow directors, staff and member councils to promote widespread and well-informed interest in local government. Your contributions can create a lasting impact on local councils in Devon.

3: Personal and professional development

Serving as a non-executive director for DALC provides an excellent opportunity for personal and professional growth. You will gain valuable experience in strategic planning, governance, financial management – all skills which are highly transferrable. Engaging with a diverse range of stakeholders and collaborating with fellow directors can broaden your network and enhance your leadership abilities. We will invite you to share in the development of relevant training and shadowing opportunities to strengthen your skills base.

4: Connect with like-minded individuals

Joining DALC as a non-executive director brings you into a community of like-minded people who are equally committed and passionate about local councils. You will have opportunities to network, share ideas and collaborate. The sense of camaraderie and shared purpose provides invaluable support, inspiration, and encouragement throughout your directorship.

5: Contribute to Devon's vibrant communities

By becoming a non-executive director for DALC, you will be actively contributing to supporting parish and town councils in Devon, empowering councils to continue serving its unique and diverse communities, making our county a thriving place to live, work and play.

What's involved?

DALC's Board will only be effective if all members are committed to the responsibilities involved. As a non-executive director you will be expected to attend quarterly meetings, usually held remotely, and the occasional in-person workshop. Meetings are typically 2 hours in length. Where in-person meetings take place, at our offices in Cheriton Bishop, all reasonable expenses will be covered.

Non-executive directors may choose to be appointed to committees and/or working groups, which will require further commitment. Again, these are usually held remotely.

For all meetings, a substantial amount of reading and reflection is often necessary to prepare. On occasion, additional time may be required for travel or training.

Every member of the Board receives free attendance at our prestigious annual conference.

All non-executive directors will be expected to communicate via email and to respond promptly to correspondence from the County Officer and fellow directors.

Apply today!

Standing as a non-executive director for DALC offers an exciting opportunity to bring your skills, expertise and passion to the table, and make a tangible contribution to Devon's local government community.

For an informal chat, please contact the Cara Stobart, County Officer on 01392 241131 or cara@devonalc.org.uk.

Complete your online [application form](#) by 5pm, Friday 16 August 2024.

Want to know more?

We are holding an information event for any individual interested in learning more about our Board, its work, and the role of a non-executive director.

Join us on Monday 29 July 2024 at 6pm. For more information and to register please use the following link.

https://us02web.zoom.us/meeting/register/tZltdu2qpjoiG9KONkmCQv_YzYlKX6Usj4bu

ABOUT THE APPLICATION PROCESS

The Board of Directors is comprised of up to nine seats which are appointed at the Annual General Meeting. The term of office for appointments is three years. There are three vacancies to fill at the Annual General Meeting taking place on 2 October 2024.

WHO CAN PUT THEMSELVES FORWARD?

To be eligible to stand, individuals must be willing to act as a director and permitted in law to do so, and at the time of election, be either: a parish or town councillor, or a chairman of a parish meeting, within the county of Devon.

Individuals must not be disqualified from acting as a director under the Company Directors Disqualifications Act 1986.

Individuals need not be nominated or provide referees, though it would be beneficial to have the support of your parish or town council (where applicable). We ask that there be no more than one candidate from any one parish or town council, or parish meeting.

HOW TO APPLY

Candidates wishing to be considered must complete and submit the [application form](#).

All applicants will be treated fairly and equally regardless of race, colour, nationality, ethnic or national origins, religion, gender, sexual orientation, disability, age, marital status, domestic responsibilities, political or trade union activity or any other forms of discrimination.

All applicants will be vetted by the Applicants Panel of the Board of Directors, who will present eligible candidates to the AGM. The AGM will elect their preferred candidates.

VOTING

Assuming there are more candidates than seats available, details of the applicants (their name and personal statement) will be sent to all member councils with instructions on how to place their vote for their preferred candidates. Appointments will be confirmed via resolution at the Annual General Meeting.

TIMETABLE FOR APPLICATIONS

There is a very tight timetable, and candidates are invited to put themselves forward forthwith. **Councils are asked to ensure arrangements are made to deal with the ballot stage at the appropriate time.** This may include adding the item to the agenda of your September meeting, or agreeing delegation to your clerk to return the ballot paper.

Applications to be returned by:	5pm Friday 16 August 2024
Vetting of Candidates	Week beginning 19 August
Information regarding candidates to be sent by:	Wednesday 28 August 2024
Ballot Votes (if applicable) to be submitted by:	9am Monday 30 September 2024
Results confirmed and agreed at the AGM:	Wednesday 2 October 2024

ABOUT THE DEVON ASSOCIATION OF LOCAL COUNCILS

As a member-based organisation for local councils in Devon, our purpose is to support councils to serve their communities effectively, promoting good governance and leadership, community engagement, and partnership working. Through our services, we aim to strengthen the capacity and impact of local councils whilst promoting the principles of democracy, transparency, inclusivity, and continuous improvement.

Our vision

In our vision of vibrant and empowered local councils, robust leadership, decisive action, and effective partnerships flourish. Within this framework, our communities actively engage, ensuring high levels of civic involvement, while local councils serve as esteemed pillars of the community, earning trust and respect from the residents they represent.



Providing Leadership

Local councils respected as a cornerstone of local democracy, giving a voice to Devon's communities, and providing leadership on those matters of most importance.

We believe in the fundamental importance of democracy and the essential role of local councils to deliver representation, decision-making and outcomes for communities.



Taking Action

Local councils being at the forefront of public activity, prioritising community needs and well-being while delivering relevant and effective services, and driving community action.

We believe in the transformative power of local councils as place shapers and agents of change. Empowered councils take decisive action, and nurture vibrant, resilient, and inclusive communities.



Working in Partnership

Local councils recognised as valued and trusted partners, proactively engaged in building strong alliances and meaningful relationships with stakeholders and communities.

We believe that collaboration and partnership are key drivers of success. There is power in working with stakeholders, to achieve common goals, share resources and maximise impact.

The values we work to:

- **Leadership.** We are committed to providing proactive leadership, guiding and inspiring our members and stakeholders toward achieving shared goals and collective progress.
- **Collaboration.** We will foster a culture of collaborative relationships, where open communication, mutual respect, trust, and teamwork are valued and encouraged.
- **Inclusivity.** We believe in promoting diversity, equity, and inclusion, ensuring that all voices are heard, respected, and valued in our activities.
- **Excellence.** We are dedicated to demonstrating excellence, promoting best practice, setting high standards and striving for continuous improvement to achieve the best possible outcomes.
- **Agility.** We will demonstrate flexibility in addressing evolving needs and circumstances, adjusting our approaches to meet the changing requirements of our members and stakeholders.

ROLE PROFILE OF A DIRECTOR

Where possible, the Board’s membership shall be drawn from a wide range of people from different backgrounds and with different perspectives, including a mix of parish/town councillors, and chairpersons of parish meetings, from across the County. Eligible candidates will ideally be able to demonstrate a variety of skills and attributes such as those suggested below, but there is no minimum requirement, and developmental opportunities will be provided.

SKILLS	
Strategy	Ability to think strategically and to identify and assess opportunities and threats and plan accordingly
Policy development	Ability to identify key issues and develop appropriate policies
Financial performance	Ability to understand and analyse financial statements, contribute to strategic financial planning and oversee funding and accountability
Risk and compliance	Ability to identify key risks to the organisation including legal and regulatory compliance
Governance	Experience in not-for-profit corporate governance and knowledge of best practice in running membership organisations
Staffing	Ability to appoint and evaluate the performance of the County Officer and oversee strategic workforce planning
Business	Experience of small business including business systems, practices and improvement

LOCAL COUNCIL KNOWLEDGE/EXPERIENCE	
Parish and Town	Knowledge and experience of PTCs and their statutory context
Local Government	Knowledge of local government structures including the relationship between different tiers of local government
National Government	Knowledge of the policy context, position and reputation of PTCs and the wider national legislative environment

PERSONAL ATTRIBUTES	
Integrity	Committed to understanding and fulfilling the duties and responsibilities of a director and maintaining knowledge in this regard through professional development.
Communication	Ability to be a good listener, to contribute constructively to debate and to develop and deliver cogent points of view
Questioning/scrutinising	Prepared to ask questions and challenge management and fellow directors in a constructive and appropriate way
Team Member	Ability to work as part of a team towards shared values and goals
Commitment	Prepared to allocate the time to make a genuine and active contribution and to attend all board meetings and events
Influencing	Ability to communicate the Association’s message and gain stakeholder support for the board’s decisions
Innovation	Ability to develop innovative approaches and new solutions to problems
Leadership	Ability to represent the Association appropriately, to develop a culture of professionalism and to make decisions for the Association and take responsibility for them

All board members will be expected to adhere to the Seven Principles of Public Life and demonstrate selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

COMPANY DIRECTOR RESPONSIBILITIES (GENERAL)

As a director, you must perform a set of 7 duties under the [Companies Act 2006](#).

1. You must follow the company's articles of association.
2. You must act in the company's best interest to promote its success.
3. You must exercise independent judgement.
4. You must exercise reasonable care, skill and diligence to the best of your ability.
5. You must declare conflicts of interest and situations where your loyalties may be divided.
6. You must not accept third party benefits.
7. You must declare interests in a transaction if you might personally benefit.

Other duties include

- You must not misuse the company's property.
- You must apply confidentiality about the company's affairs.

THE ROLE OF NON-EXECUTIVE DIRECTORS

All DALC's directors are non-executive directors (NEDs), which is distinct from executive director roles which typically have responsibilities and authority to make decisions regarding operations and management.

A non-executive director's responsibilities are:

- **Independent Oversight.** NEDs are not employees of the company. They therefore provide an independent perspective and oversight and are not involved in the day-to-day operations.
- **Governance and strategy.** NEDs play a critical role in setting the strategic direction of the company, monitoring its performance, and ensuring it complies with legal and ethical standards.
- **Impartiality and objectivity.** NEDs ensure that decisions are made in the best interest of the company and its members.
- **Advisory and mentorship.** NEDs may provide advice and mentorship to the County Officer, but do not have direct management responsibilities. They offer their expertise and experience to guide the company's leadership.