

FSC UK Executive Director: Job Description

The FSC UK Executive Director works in conjunction with the UK Board of Directors (who are the trustees of the charity) to provide the leadership and strategic vision for promoting and developing the FSC system at the national level and beyond.

The Executive Director's responsibilities:

Strategic

The Executive Director:

- With the Board of Directors and in alignment with FSCs' international policies, develops and maintains the FSC UK's mid- and long-term work programmes;
- ensures that FSC UK pursues its objects as a registered charity, applying its resources exclusively in pursuance of those objects as defined in its Memorandum and Articles of Association;
- drives delivery of the mid- and long-term work programmes;
- leads international liaison with FSC International and the FSC International Network.

Representation and Promotion

The Executive Director:

- ensures that the interests of FSC/FSC UK are promoted in a responsible and effective manner by all members of staff;
- oversees FSC UK's press and PR work;
- works with FSC International staff and other FSC National/Regional Offices as appropriate;
- co-ordinates FSC UK's dealings with UK-based certificate holders to ensure a high level of service delivery;
- in a personal capacity, is the key representative of FSC to all interested sectors in the UK, including the timber trade and other wood-using industries, government, retailers and environmental organisations. The Executive Director represents FSC UK in all key trade, charity and sustainability fora, including preparing and delivering presentations, except where it is appropriate to delegate this to other staff members.

Policies and Standards

The Executive Director:

- ensures that the UK's Woodland Assurance Standard is compliant with FSC's standards;
- represents FSC UK within the FSC International Network to ensure our input, and that of our stakeholders, is provided into strategies, policies and standards;
- ensures agreement with FSC International on the contractual arrangements between the two organizations;
- oversees FSC UK's responsibilities in relation to trademark management, including providing an appropriate response to trademark infringements with assistance, when required, from FSC International's legal support.

Management

The Executive Director:

- leads the work of FSC in the UK across all workstreams, including overall management of significant projects and services;
- provides direction and inspiration to the FSC UK team;
- conducts staff management, appraisals and disciplinary procedures;
- manages staff recruitment, liaising with the Board of Directors as appropriate;
- ensures that the charity complies with the requirements of its own Memorandum and Articles of Association and all relevant charity laws and regulations, including employment legislation;
- prepares and attends meetings of the Board of Directors;
- convenes an annual meeting for members and other meetings as and when required to address ad hoc issues relating to the development, management and running of FSC UK;
- prepares and publishes the annual report of FSC UK, and other reports as appropriate.

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Financial/ Statutory

The Executive Director:

- maximises the charity's impact within the limit of available resources;
- oversees and contributes to fundraising;
- ensures that income generation, fundraising (investment and activities) are adequate to deliver the work plan;
- provides sound financial management, ensuring that proper financial records, controls and procedures are maintained. In particular, this involves ensuring that:
 - the funds of FSC UK, including all revenue income, donations, contributions and bequests, are paid into an account in the name of FSC UK;
 - FSC UK applies its resources exclusively in pursuance of its objects (the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are);
 - FSC UK complies with its obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to:
 - the keeping of accounting records for the charity;
 - the preparation of annual statement of accounts for the charity in accordance with best accountancy practice as currently dictated by the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities";
 - the auditing or independent examination of the statements of account for the charity;
 - the transmission of the statement of account of the charity to the Charity Commissioners; and,
 - the preparation of an annual report and its transmission to the Charity Commissioners.
 - appropriate signatories to the bank accounts are in place and in accordance with the FSC UK Memorandum and Articles of Association;
 - FSC UK follows an agreed and appropriate reserves policy;
 - FSC UK's insurance cover is adequate for its business operations, in particular its professional and public liability cover.
- Supervises the preparation of an annual income and expenditure budget for the forthcoming year and obtains approval for the budget [and any subsequent amendments] from the Board of Directors;
- oversees the preparation of monthly financial management reports including: cash flow forecasts and bank balance summaries in line with the annual budget; and ensures that these reports are circulated to the Board of Directors appropriate;
- presents a summary of FSC UK financial status and forward projections at each meeting of the Board of Directors;
- manages the appointment of, and liaison with, accountants and auditors as required;
- raises any issues or potential issues with the Treasurer as they arise.

Location

The Director will need to spend approximately 40% of the time in Llanidloes in the first year. The role involves travel in the UK, including overnight stays, and some overseas travel.

Amendments to this job description

As the organisation develops over time, and the external environment changes, the precise responsibilities of the Executive Director are likely to evolve. As a result, this Job Description may require updating, a process which will be undertaken through consultation between the Board of Directors and the Executive Director.

Notes:

FSC's National Office in the UK (FSC UK)

The FSC UK National Office is a registered charity (under the title of Ephesea UK) that exists to promote responsible management of the world's forests through activities in the UK. The organisation has three main objectives:

1. To ensure that UK forests are well managed by maintaining a national forest management standard and encouraging forest owners to follow it; and
2. To create demand for FSC-certified products and, in so doing, encourage forests and companies around the world to become FSC certified;
3. To provide advice and guidance to all stakeholders in the UK with an interest in the FSC system.

FSC UK achieves these objectives through six work streams:

1. Ensuring that FSC's principles for sustainable forest management are reflected in the UK's Woodland Assurance Standard;
2. Providing input into international standard development;
3. Representing FSC to UK Government, commerce and industry;
4. Promoting FSC at all levels from schools and communities to the national stage;
5. Advising stakeholders on the content and intention of FSC's many standards; and
6. Ensuring that FSC's trademarks and labels are used only by those so entitled.