



(Last updated September 2023)

The Landworkers' Alliance Coordinating Group – Directors' Role Description

Purpose of the Coordinating Group

- To represent the LWA membership.
- To hold oversight and take responsibility for the LWA as an organisation.
- To fulfil all the legal obligations that go with being a Director - to comply with legislation, to act in accordance with the [LWA Articles of Association](#), and to exercise independent judgement and reasonable care.
- To ensure the financial stability of the LWA and to monitor budgets and cashflow.
- To ensure the strategic vision and direction of the LWA; and to uphold the values of the organisation. To ensure the vision is fulfilled and is being followed.
- To hold and update a risk register and to ensure that potential harms are foreseen where possible.
- To be the ultimate backstop for emergent and significant issues which don't have any other process to deal with them.
- To ensure there is a functioning governance structure that is fit for purpose.

The role of Director

The position of Director with The Landworkers' Alliance (LWA) is a significant role in the oversight of the organisation. Directors are elected by members at the Annual General Meeting (AGM) to join the national Coordinating Group, and to represent the organisation and are expected to contribute to the strategic, financial, governmental and political work of the organisation whilst being legally responsible for the management and operation of the organisation between AGMs. The Directors collectively form the Coordinating Group of the organisation.

It is important that people applying for directorship are aware of the responsibilities of the role and are able to commit to the work entailed before commencing the post. In addition, elected Directors must be landworking members of the LWA, and have been members for at least two years.

The LWA is keen to support new Directors with training and mentorship in specific areas if they feel that skills are lacking and will provide induction into the role. However it is important to bear in mind that the LWA is a young organisation with limited resources and so Directors will need to be self-motivated problem solvers and able to work both alone and as part of a team.

We are committed to equality of opportunity for all applicants. The Directors shall endeavour to ensure that the composition of the Coordinating Group reflects an inclusive balance of race, ethnicity, gender, sexuality, age, ability, background, sector and region of the UK.



Elements of the role

Strategic

Directors engage in the long-term planning and strategic decision-making for the LWA. It is important that Directors understand the sector and the political landscape that the LWA operates in. They can then contribute to strategic thinking as well as political, economic, social, legal and/or environmental analysis.

Finance and fundraising

Directors take responsibility to have oversight of the LWA finances and fundraising strategy of the LWA working alongside staff. It is important that they have an understanding of financial management and are able to interpret and act on the budgets and accounts of the LWA.

Governance

Directors hold oversight of the work strands that the LWA is undertaking, relying on the Operations Team for information and knowledge.

Political and representational

Some directors may represent the work of the LWA and the needs of the membership to politicians, civil servants, the public and the media. It is important that they are able to convey the decisions and positions of the organisation respectfully to a wide range of audiences.

A full and detailed description of Directors' responsibilities can be found in the [LWA Articles of Association](#) (Article 8 onwards).

How much work is it?

Mode of working: The role requires input into work and decision making in-person and by phone, email and Zoom throughout the year. There will also be plenty of other projects, events and activities you can be involved in throughout (as optional extras).

Meetings: There will be four quarterly in-person, day long CG meetings a year, mostly in Bristol as it is currently the most accessible meeting point for members travelling from different parts of the UK - but this is subject to change depending on on locations of all current CG members. Other urgent or special meetings may be called in addition to the quarterly meetings which are generally held online.

There is also an annual CG strategy meeting which is 2 days long held in different parts of the UK each year.

You are expected to attend the LWA AGM which in 2024 is taking place on 2nd-4th February. You are also encouraged to participate in other LWA movement building events or democratic processes such as the Organisers' Assembly annually in October.

We also have Away Days and strategy days for staff once per year which new CG members are encouraged to join if possible. These are each usually a 2-3 day in-person affair and a



really useful chance for everyone to come together and work through current strategic and operational challenges and opportunities.

Working groups: Alongside meetings, depending on availability, Directors may be asked to participate in Working Groups for specific workstreams within the LWA. Currently these are: Fundraising & Finance, HR, Democracy & Governance. Each working group requires about 3 - 6 hours of work a month on average.

Work from home: different Directors will take on more or less work from home, depending on their circumstances. However an average of 1-2 days per month of computer based working keeping up with emails should be anticipated.

Summary: What is the time commitment per year?

- A minimum commitment in days over a year is estimated to be around 15 days. This includes 8 days of meetings; attending the 4 quarterly CG meetings, the 2 day annual CG strategy days and the 2 day AGM. And 4 hours/month on emails (equivalent of 6 days over a year).
- The total maximum commitment in days over a year is estimated to be around 25 days. This includes a maximum of 12 - 14 days of meetings throughout the year if all meetings listed above were attended, plus 8 hours/month on emails (equivalent of 12 days over a year).

Remuneration

There is a stipend available to Directors for their work at the LWA organisational pay parity rate of £14.43 per hour - for time spent in meetings, in working groups and attending to emails with an agreed cap in line with our budget. We are committed to ensuring that finances should not be a barrier to being in the Coordinating Group. In addition, all meeting expenses and travel will be reimbursed.