



The role of the non-executive board member

The principle of a Harwich Haven Authority board member is to support the Chair, colleagues and Executive by bringing an independent judgement to bear on issues of strategy, performance and resources including key appointments and standards of conduct

Key accountabilities, duties & responsibilities:

- Act independently and in good faith in the best interests of Harwich Haven Authority and its stakeholders
- Ensure that the actions and operation of the port are taken within the statutory framework and must not knowingly allow the port to breach or fail to discharge its legal or fiduciary duties
- Have a duty of care to the trust port and its current and future stakeholders
- Acquire and continue to acquire a proper understanding of the business of the port relating to the delegated authorities, the strategic plan, budget, structure and relationships, financial controls and systems, customers, competition and markets
- Ensure that the complaints from stakeholders are investigated and responded to appropriately
- Ensure that strong working relationships with other board members and executive are forged and maintained
- Attend all board meetings unless exceptionally excused by the Chair and where the latter occurs make their contribution known to the Chair on the issues to be discussed
- Ensure they have the information they need to fulfill their duties and obligations to the trust port
- Participate by constructively challenging in board meetings and committees and other port activities appropriate to NEDs
- Be available to Chair a committee or working party as directed by the Board or the Chair
- Be available to stakeholders if they have concerns where contact through the normal channels of CEO or Chair have failed to resolve an issue/ major concern or where it would be inappropriate

Key skills / competencies:

- Uphold the principles of public life
- Inquisitive, curious and willing to ask questions
- Previous experience appropriate to the role e.g. senior executive experience
- Good communication skills
- Drive, vision, independence, confidence
- Challenging, proactive approach to Board business

- Impartiality and integrity
- Interpersonal skills – the ability to develop good relations within and outside the Board
- Ability to work as a team member/supportive of colleagues
- Ability to make a constructive contribution to group discussion – clear expression of ideas
- Ability to formulate strategy
- Understanding the NED role v Executive
- Overall business acumen, and to lead in your own area of expertise
- Continually improve knowledge and understanding of the port and sector