

Draft Job description for Director of Teckal

1. establish the vision, aims and objectives of MonLife Plus in keeping with its charitable objects;
2. oversee the development of the business planning process to achieve the company's aims and objectives;
3. provide effective governance of the financial management of the company;
4. determine the pace, style and direction of the company's development;
5. establish and promote the messages of MonLife to a wider audience;
6. develop, monitor and revise company policies and ensure their implementation by the company's senior management team;
7. attend meetings and read papers in advance of meetings;
8. ensure that resources are used efficiently and economically;
9. make sure that any premises and equipment are properly looked after;
10. ensure that investments and cash balances are managed properly
11. To review organisational and periodic activity reports.
12. To define and review employment policies and procedures to ensure that the company acts as a responsible employer;
13. To actively seek fundraising and sponsorship opportunities
14. To act as an ambassador for MonLife Plus.