

Chief Executive Officer (CEO) and Board of Directors

The Board of Directors are either elected or appointed directors (also known as members) who together oversee the company's activities. They have decision-making authority and work together to ensure that the company is running well.

The number of Board Directors, what powers they have, and how often they meet are laid down in the company's 'by-laws' (these are written when the company is first formed). The typical duties of the board include:

- Setting the aims and objectives of the company
- Deciding annual budgets
- Ensuring that the company is making a profit
- Generally overseeing its running

The members of the board will normally select one of them to act as the **Chairman** whose job it is to preside over (control) meetings and act as the board's representative. They will need to understand the business, be an excellent communicator and have good judgement in order to do this role successfully.

Board directors are split into Executive and Non-Executive Directors.

Executive Director

An Executive Director is a full-time officer of the company involved in all aspects of the business. It is the Executive Director/s that decide how to run the company, making decisions on things such as staffing issues and company strategy.

Non-Executive Director

A Non-Executive Director is a part-time officer who will provide advice and support to the company, but who is less involved in the day-to-day aspects of the business.

Managing Director (MD) or Chief Executive Officer (CEO)

This person is the head of the company and is responsible for its day-to-day running. The MD will also be a board member and will have all of the individual directors of each department (e.g. Finance Director, Marketing Director, etc.) reporting to them about things like their department's workload and performance. They then give this information to the board of directors to help them make decisions.

Employability SKILLS

There are a number of skills needed to be a successful board member, including:

- Strong organisational and planning skills
- Excellent managerial and people skills
- Leadership
- Honesty and discretion
- Good attention to detail
- A good understanding of the needs of the business.