National Executive Member Role Description

NE Member - Role Description

Policy Information

Role Title:	National Executive (NE) Member / Director
Reporting To:	National Executive Chair
Responsible To:	CAMRA Members and The Campaign for Real Ale Ltd
Term of Office:	As determined by CAMRA's Articles of Association and election rules
Document Owner:	Company Secretary
Version:	October 2026

1. Purpose of the Role

Members of CAMRA's National Executive are Directors of **The Campaign for Real Ale Limited (01270286)** and collectively form the Board of Directors responsible for the governance, strategic direction, and oversight of the organisation.

Directors are appointed to act in the best interests of CAMRA and are required to comply with all duties imposed upon them under:

- The Companies Act 2006.
- The Company's Articles of Association.
- Applicable employment, equality, health and safety, data protection, and other legislation relevant to CAMRA's activities.
- CAMRA policies and governance framework.

Directors owe their duties to CAMRA as a corporate body and not to any individual member, branch, region, committee, external organisation, campaigning group, employer, or special interest group.

The legal duties of a director take precedence over all other loyalties, affiliations, or obligations.

2. Director Responsibilities

All National Executive members are collectively responsible for governing CAMRA and ensuring that the organisation is effectively managed, financially sound, and operating in accordance with its objects and legal obligations.

Directors shall:
Governance and Compliance

- Ensure CAMRA complies with its Articles of Association.
- Ensure compliance with all applicable legislation, regulations, and regulatory requirements.
- Act in accordance with their statutory duties as company directors.

- Ensure appropriate systems of governance, internal control, accountability, and assurance are maintained.
- Ensure Board decisions are lawful, reasonable, and in the best interests of CAMRA.

Strategic Leadership

- Determine and regularly review CAMRA's vision, mission, values, and strategic objectives.
- Establish organisational priorities and long-term strategic plans.
- Monitor delivery of agreed strategic objectives.
- Consider the long-term impact of decisions on CAMRA's sustainability and effectiveness.

Financial Stewardship

- Ensure CAMRA remains financially viable and solvent.
- Approve and monitor budgets and financial plans.
- Ensure adequate financial controls are in place.
- Protect CAMRA's assets, investments, funds, and property.
- Ensure financial risks are appropriately managed.
- Review financial performance and take corrective action where necessary.

Risk Management

- Ensure appropriate systems of risk management are established and maintained.
- Monitor strategic, financial, operational, legal, reputational, and regulatory risks.
- Ensure appropriate insurances are maintained.
- Ensure health and safety obligations are met across CAMRA's activities.

Leadership of the Executive Team

- Appoint, support, and, where necessary, remove the Chief Executive.
- Set performance objectives for the Chief Executive.
- Monitor and evaluate the Chief Executive's performance.
- Hold the Chief Executive accountable for operational delivery.

Oversight of People

- Ensure CAMRA has appropriate policies and procedures relating to employees and volunteers.
- Promote an inclusive, safe, and respectful environment.
- Ensure compliance with employment and equality legislation.
- Support the effective recruitment, retention, development, and wellbeing of staff and volunteers.

Reputation and Promotion

- Act as ambassadors for CAMRA.
- Promote and protect CAMRA's reputation.
- Support the organisation's objectives and values.
- Avoid any conduct that may bring CAMRA into disrepute

3. Individual Director Responsibilities

Each Director shall:

- Act honestly, reasonably, and in good faith.
- Exercise independent judgement.
- Act with reasonable care, skill, and diligence.
- Read and scrutinise Board papers in advance of meetings.
- Contribute actively and constructively to discussion and decision-making.
- Support collective Board decisions once made, without prejudice to a director's right to record dissent, raise concerns appropriately, or fulfil their statutory duties.
- Maintain confidentiality where required.
- Declare and manage conflicts of interest in accordance with CAMRA policy.
- Undertake ongoing training and development necessary to discharge their duties effectively.

Directors must at all times act in the interests of CAMRA as a whole and not in the interests of any:

- Branch.
- Region.
- Committee.
- External organisation.
- Employer.
- Political group.
- Individual member.
- Commercial interest.

4. Attendance and Participation

National Executive members are expected to:

- Attend all scheduled Board meetings unless prevented by exceptional circumstances.
- Attend Board development, induction, training, and governance sessions.
- Participate in Board committees, working groups, or delegated activities as required.
- Respond promptly to Board communications.
- Remain adequately informed about CAMRA's activities and performance.

Directors should expect to commit sufficient time to discharge their responsibilities effectively.

This includes:

- Quarterly Board meetings, with potential extra meetings convened where business dictates .
- Preparation and review of Board papers.
- Committee and working group meetings.
- Governance training.
- Strategic planning sessions.
- Attendance at significant CAMRA events where required.

Persistent non-attendance (three or more meetings) or failure to participate effectively may be considered a breach of Director responsibilities and therefore a meeting with the chair and company secretary will be required.

5. Additional Responsibilities

Directors are expected to use their knowledge, skills, experience, and expertise to support effective governance.

This may include:

- Analysing reports and proposals.
- Providing specialist advice within their area of competence.
- Leading discussions on strategic issues.
- Supporting organisational change initiatives.
- Identifying emerging risks and opportunities.
- Serving as Board lead for specific committees, projects, or strategic areas.

Such expertise may include, but is not limited to:

- Governance.
- Finance and audit.
- Risk management.
- Marketing.
- Communications.
- Public relations.
- Publishing.
- Events management.
- Campaigning.
- Information technology.
- Cyber security.
- Human resources.
- Legal and regulatory compliance.

6. Relationship with Staff

The National Executive is responsible for governance and strategic leadership.

Operational management is delegated to the Chief Executive and staff.

Directors must:

- Respect the distinction between governance and operational management.
- Not instruct, manage, direct, or supervise employees unless expressly authorised by the Board.
- Follow agreed governance and reporting structures.
- Maintain professional and respectful relationships with staff.

Where Directors are involved in specific projects, investigations, committees, or delegated work involving staff, responsibilities and reporting lines must be clearly defined.

7. Role Demands

The role of National Executive member carries significant responsibilities and time commitments.

Candidates should carefully consider whether they can commit sufficient time and energy to fulfil the role effectively.

The role may involve:

- Complex governance decisions.
- Significant reading and preparation.
- Public representation of CAMRA.
- Managing competing priorities.
- Engagement with volunteers, members, staff, and stakeholders.
- Occasional travel and attendance at events.
- Dealing with sensitive or confidential matters.

CAMRA is committed to making reasonable adjustments where appropriate to support Directors in fulfilling their responsibilities.

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Appendix 1 - National Executive Member Declaration

Successful candidates will be required to sign the following declaration before taking office.

Director Declaration

I declare that:

- I have read and agree to comply with CAMRA's Articles of Association.
- I have read and agree to comply with CAMRA's Code of Governance.
- I have read and agree to comply with CAMRA's National Executive Code of Conduct.
- I have read and agree to comply with CAMRA's Volunteers' Charter.
- I understand and accept the legal duties and responsibilities of a company director.
- I am aged 18 years or over.
- I am not subject to a Director Disqualification Order or Director Disqualification Undertaking.
- I am not prohibited by law from acting as a company director.
- I am not an undischarged bankrupt or subject to restrictions that would prevent me acting as a director.
- I have not been removed from office as a charity trustee by a court or relevant regulator.
- I will act in good faith and in the best interests of CAMRA at all times.
- I will exercise independent judgement and comply with all applicable legal obligations.
- I have disclosed all actual, potential, and perceived conflicts of interest known to me.
- I will immediately declare any future conflict of interest and comply with CAMRA's Conflict of Interest Policy.
- I understand that I must not participate in discussions or decisions where I have a conflict of interest unless authorised under CAMRA's governance procedures.
- I agree to complete any identity verification requirements required by law, including any Companies House identity verification requirements applicable to company directors.
- I undertake to maintain the confidentiality of information acquired in my role as a Director.

Declaration

Name: _____

Membership Number: _____

Signature: _____

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Date: _____

Important Note

Under the Companies Act 2006, Directors are collectively responsible for ensuring that statutory filings required by law are submitted accurately and on time. These may include:

- Annual accounts.
- Confirmation statements.
- Notifications relating to directors and persons with significant control (PSCs).
- Changes to registered office information.
- Any other filings required by Companies House.

While responsibility for preparing and filing documents may be delegated, legal accountability remains with the Board and its Directors. This responsibility cannot be delegated or avoided through reliance on others.