

# Job Description for RPFL Director

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## 1. TITLE

Director of Regatta Point (Freehold) Limited.

An executive role on the board of Regatta Point (Freehold) Limited.

## 2. MEMORANDUM & ARTICLES OF ASSOCIATION

This job description should be read in conjunction with the Memorandum of Association and Articles of Association as adopted at the incorporation of Regatta Point (Freehold) Limited. Details of which can be found on the Companies House website under the company name or number (04612086) in order to understand their rights and obligations as a Director. Applicants should also read their leases to understand their rights and obligations as a Leaseholder.

## 3. ELIGIBILITY

According to the Articles of Association a director must be shareholder in the company or appointed by a shareholder.

Any shareholder can appoint themselves or a single representative as a director. They can be removed by a vote at a general meeting.

Through general agreement, the Directors propose to ensure applicants have the appropriate skills set in order to carry out their duties prior to accepting them as a fellow Director, although this is unenforceable if a shareholder self-appoints.

## 4. ACCOUNTABILITIES

Any Director is accountable to achieve the companies objectives (see Articles for details) the primary one being to acquire, take on lease, manage and generally maintain either as principle or agent certain lands, buildings and premises known as Regatta Point, for and on behalf of owners, occupiers, freeholders, leaseholders and others.

## 5. DAY TO DAY DUTIES

Directors set the policies for RPFL and ensure they are followed, either through direct management or, more usually via the appointed Management Company.

Define and agree the annual budgets required to operate the premises.

Define and agree ad hoc maintenance projects that maintain the premises to standards expected by Owners and as required by the Articles of Association.

To actively enquire that policies are being carried out as stated.

To carry out random inspections to the premises and procedures.

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To take accountability for specific areas of the budget or director activities or projects as agreed with the other directors.

To attend and effectively contribute to Directors meetings.

To liaise, as required, with the Managing Agent, Caretaker, Owners, Leaseholders & Residents.

## 6. SKILLS

### Business experience

As a Director many duties are the same as those of anyone running a small business. Having run your own business or being in management at a corporation is critical. This includes; budget management, operating policies, working in teams, defining and achieving complex objectives

### PC literate

This role requires the ability to process and respond to a daily volume of emails and potentially phones calls. A Director needs to be able to use a PC and be willing to continually learn new PC skills as technology evolves.

### People oriented

A Director must be good at working in teams and know how to get the best out of people with different skills. Tolerance, discretion and patience are expected at all times.

Experience of motivating people and handling performance issues is an advantage.

### Project experience

It is a distinct advantage to have project experience - where an objective is outlined to you but it is unclear how the outcome will be achieved with the budget and timescales given.

## 7. COMMITMENT

As a Director you may be required to;

- be the face of the organisation on a daily basis.
- handle ad hoc quires when contacted by Owners, Residents, Leaseholders, guests, the Caretaker or Managing Agent
- process (on average) 20 emails a day)
- prepare for and attend a 3-hour Directors meeting quarterly
- prepare for and present at the Annual Resident Meeting
- on average 30 minutes per day is expected