

Director Outline Job Description (Subject to periodic review and revision)

The Director is the Chief Executive of the Association-reporting to the President on routine matters of general supervision and communicates with the Management Council for direction, liaising with the President on such matters.

The Director engages resources required to provide the Secretariat of the Association, including daily management/reports and other operational responsibilities

The Director performs all and any duties that are reasonable and are customarily performed by a person holding a similar position in the industry.

The Director is a permanent voting member of the Associations management council and not subject re-election at the Association's AGM.

The Director works within the Association's rules, regulations, and Constitution, including those concerning work schedules, vacation and sick leave, as they may from time to time be adopted or modified.

The Director performs the following duties: -

- 1) Develop, deliver and review the Association Growth Strategy
- 2) Develop, deliver and review the Association Management Procedures
- 3) Engage with the Associations membership and encourage growth of the Association in terms of new members and new business
- 4) Represent the Association and the UK Marine Industry nationally and internationally and be the spokesmen for the Association and its members and report to the Council on actions required.
- 5) Liaise with other national and international maritime organisations, government departments and parliaments on industry matters.
- 6) Develop and maintain a close relationship with all governmental bodies associated with marine activities and report to the Council on actions required.
- 7) Coordinate and report to all meetings of the Management Council.
- 8) Attend all MILC, MARITIME UK, TSB, BEIS, DEFRA, MCA, DFT, MOD, MILC, DIT meetings whenever possible and develop relationships with its officials and other industry colleagues.
- 9) Develop and maintain SSA R&D strategy and plans, to generate a contribution to SSA's overall operating costs and to encourage improvement in the industry. Manage SSA's involvement in projects to ensure compliance with project contract conditions (e.g. budgets, milestones, claims, reports and deliverables).
- 10) Maximise interest and take-up of R&D and innovation by maintaining an effective dialogue with members and European Commission.
- 11) Pursue project opportunities and develop business cases at the optimum time, seeking and following the interests of individual members.

Shared Responsibilities with Administrator

- 1) Website management.
- 2) Finance, work with contracted accountant.
- 3) Yearbook produce and approve design hard copy and electronically
- 4) Events and exhibitions:
 - Deal with stand builders
 - Work with exhibition staff
 - Deal with exhibitor's art works
 - Drinks receptions.