

Board director role description – January 2026

A: Requirements for all CRA directors

1. Person specification (Essential/Desirable)

- Can demonstrate the experience required in the specific sections below (E)
- Has a sound knowledge and understanding of charity retail, or is willing and able to gain that experience quickly (E)
- Can think strategically (E)
- Can see the long-term consequences of decisions and is able to make rational decisions accordingly (E)
- Likes charity shops and understands their value to society (E)
- Is a team player and works well with others (E)
- Listens attentively and respectfully (E)
- Is not afraid to challenge assertively but not aggressively (E)
- Is able to give the time to attend all meetings and respond to emails (E)
- Understands the aims and objectives of the Charity Retail Association (E)
- Is willing to act as an ambassador for the Association (D)
- Has the knowledge and capacity to work with individual members of staff on specific subjects (D)

2. Statutory duties as required by Companies House:

- Legal responsibility to run the company
- Legal responsibility to ensure that information is sent to Companies House on time:
 - the confirmation statement
 - the annual accounts
 - any change in your company's officers or their personal details
 - a change to your company's registered office
 - allotment of shares
 - registration of charges (mortgage)
 - any change in your company's people with significant control

3. Statutory duties as required by the Companies Act 2006

- Follow the company's constitution and articles of association
- Promote the success of the company
- Use independent judgement
- Exercise reasonable care, skill and diligence
- Avoid conflicts of interest
- Not accept benefits from third parties
- Be clear about interests in a transaction
- Not misusing the company property
- Applying confidentiality about the company's affairs

4. Specific to CRA

- Providing input and guidance on members' views and concerns across the full range of the charity retail sector spectrum
- Speaking or helping with the administration at the annual conference
- Helping the staff with suggestions on how to improve the collection and presentation of statistics
- Identifying new industry or inspirational speakers for the conference
- Helping the Chief Executive and board identify key issues that the sector face and how we attain a common approach
- Share ideas on how we can improve the services we provide and introduce new ways of helping the membership

B: Specific role descriptions for co-opted Directors

FINANCE DIRECTOR

- Chair finance committee
- Work with Finance Manager to ensure bookkeeping standards are met
- Work with Chief Executive and Finance Manager to ensure the overall financial health of the Association
- Lead process of board scrutiny of management accounts, end of year statutory accounts, company report and budgeting process
- Report to board on finance committee discussions and recommend budget and end of year statutory accounts as appropriate
- Provide advice and guidance to Chief Executive and Finance Manager as needed

DIRECTOR FOR EQUALITY, DIVERSITY AND INCLUSION

- Provide advice and guidance to the staff EDI lead on the EDI action plan for the CRA
- Provide understanding of EDI issues for the guidance of board, staff and members
- Represent CRA as necessary in EDI discussions and with media
- Ensure that board discussions are seen through the lens of EDI
- To monitor (by sampling) CRA communications to ensure appropriate use of imagery and language

DIRECTOR FOR YOUTH ENGAGEMENT

- To provide insight to the board on ways to effectively engage with young people
- To provide guidance, knowledge and understanding to members via meetings, internal communications and policy papers
- To ensure that board discussions are seen through the lens of young people as appropriate
- To provide advice to the staff team about the appropriateness of marketing output and services for young people