



# Association Phoenix

Caring for and re-homing animals in need

## Guidance Notes – GENERAL COUNCILLOR

Association Phoenix is a French registered charity, exclusively supported by volunteers.

### Role Description

The Councillor is a member of the Conseil d'Administration (Conseil) who will take an active role in the management and policy development of the Association. The Conseil convene for regular meetings through the year, in addition to the Ordinary General Meeting (OGM) to which all members are invited.

The Councillor should be prepared to involve himself/herself in as many activities of the Association as possible, working to ensure the success of such activities.

The Councillor will agree with the other Councillors, to accept special responsibility where the Association requires assistance on agreed tasks.

### Responsibilities

- ◆ Ensure the effective and efficient administration and financial stability of the Association.
- ◆ Ensure the Association applies its resources exclusively in pursuance of its objectives.
- ◆ Cooperate to assist in ensuring decisions agreed at the Conseil and OGM meetings are implemented and assist in their delivery.
- ◆ Represent the Association at major events, acting as a front-line representative of the Association to the public in collaboration with other members of the Conseil.

### Qualities

- ◆ Commitment to the Association.
- ◆ Team player understanding the demands for clear communication.
- ◆ Experience with owning and caring for animals is desirable.
- ◆ Good independent judgement, ability to think creatively and to have a strategic vision.
- ◆ Good financial analysis skills.
- ◆ Computer literate with a broadband internet connection.
- ◆ A working knowledge of French is desirable.
- ◆ Ideally located within the Dordogne or adjacent departments.