

WSTA Board Director role specification

Role:	WSTA Board Director (Non-exec)
Salary:	N/A This is a voluntary role, Directors are unpaid
Commitment:	This is a two-year appointment. Members of the Executive Board are expected to attend the four major meetings (the dates of which will be agreed in the previous year) and to make every effort to attend additional meetings and events if appropriate.
Location:	Meetings are usually held at the WSTA office SE1 1YW

Summary

The Wine and Spirit Trade Association (WSTA) represents over 300 companies producing, importing, exporting, transporting and selling wines and spirits in the United Kingdom. We campaign for a vibrant and sustainable wine and spirit industry, helping to contribute to an environment in which alcohol is produced, sold and enjoyed responsibly.

The WSTA Board is comprised of Directors who are the principals/heads of their businesses or areas of responsibility– e.g. Chief Executive/Managing Director or Head of Category for retailers.

The Wine and Spirit Trade Association (WSTA) is seeking to diversify its board by recruiting four new members, chosen for their different business expertise and perspectives.

We are therefore recruiting 4 individuals from WSTA member companies who are leaders of the future and below CEO/principal level. They will serve a two-year term, and bring different companies, new skills and greater diversity to the Board. In particular, we are hoping to find people with experience that might include SMEs, UK wine and spirit producers, importer/exporters, wholesalers or merchants; and with skills and qualifications, including qualified lawyers or specialists in procurement, HR, communication, ICT, training, data and education.

Key Roles and Responsibilities

Directors must be committed to the WSTA's vision, mission and values and be employed by a WSTA member company. Key responsibilities are to:

- Govern the WSTA in accordance with its constitution and the common law and statutory duties of directors under English law;
- Understand the WSTA's aims and objectives, and ensure that we act within them as well as within the law;
- Attend the four Board meetings held each year and read papers circulated in advance;
- Attend additional meetings and events, and perform functions on behalf of the WSTA when requested;
- Be a source of information and advice for members of the WSTA team;
- Establish WSTA's strategic direction, goals and business plans as part of the board;
- Understand and act on financial and any other monitoring information presented to them;
- Self-review the board's performance;
- Bring insight and perspective through relevant experience, including in the specific skill/expertise areas sought and detailed above;
- Work in a collegiate way including sharing collective responsibility;
- Listen to and respect the contribution of others;
- Contribute to strategy development and other policy matters;
- Uphold the vision, values and objectives of WSTA;
- Act professionally, with integrity and in the best interests of WSTA;
- Maintain confidentiality;
- Adhere to the principles and practice of equity and diversity.

Experience and Skills Required

E = essential

EXPERIENCE, SKILLS & ATTRIBUTES		
Must be employed by a WSTA member company	E	Application/Interview
Knowledge and understanding of the wine and spirit industry	E	Application/Interview

Experience or understanding of working within the wine and spirits industry or related sector	E	Application/Interview
Skills/experience related to the categories identified in the table above	E	Application/Interview
Experience in an advocacy role or in representing the interests of an organisation in a range of fora	E	Application/Interview
Experience of stakeholder engagement	E	Application/Interview
Excellent written and verbal communication skills, strong interpersonal skills	E	Application/Interview
Understanding and support for mission, objectives and values of the WSTA together	E	Application/Interview
Understanding of the principles of equality, diversity and inclusion	E	Application/Interview

Successful candidates will also need to confirm that they comply with the following requirements from the Companies Act:

- They are not, nor have been, disqualified from acting as a director of a company; nor have they performed any acts, nor are there any circumstances, under which they could be so disqualified;
- They are not prohibited by law from acting as a director of a company;
- They have not been convicted of an offence, criminal or civil, that is not spent under the Rehabilitation of Offenders Act 1974;
- They are not an undischarged bankrupt;
- They have not made a composition or arrangement with their creditors from which they have not been discharged;
- They are otherwise eligible, and a fit and proper person, to be a director of the Company.

Diversity and Inclusion

The WSTA is committed to building an inclusive organisation and attracting diverse talent and encourages applications from all regardless of age, ethnicity, sexuality, gender, disability, socio-economic background, religion or beliefs.

To apply

If you would like to apply, please submit your CV and cover letter, setting out why you'd like to join the Board and what skills and experience you feel you could bring to meet the responsibilities, skills and requirements detailed above.

Your application should be supported by your employer (a WSTA member) and your covering letter should include the name, title and email address of the person supporting your application. We will contact this person for a recommendation on your suitability for the role as our selection process progresses. We do not intend to contact them initially.

If you would like to apply please send your completed application to recruitment@wsta.co.uk

The deadline for applications is 5pm on Sunday 30th April 2023.