

## The Role of an Employee (Staff) Representative ( Non Union)

Current standards and good governance practice indicates that employees (including the manager) should not be directors or members of the governing body. Also where one exists the staff nominee should attend at board meetings in a presentation / information capacity only and as the staff representative is *NOT* a director of the company their role is ex-officio (non- voting) only

**Please Note:- The staff member whether nominated or recruited to the role *MUST* avoid any conflict of interest whilst performing their role**

### Purpose of the Role:-

- The role of the staff nominees to the board is to promote a collaborative style of communication.
- The role should not be used as a vehicle for airing individual or collective staff grievances.
- When staffing matters (or other matters as required) are being discussed the staff nominee will excuse themselves, or may be requested by the Board to excuse themselves, to facilitate discussion by the Board and general manager.
- The staff nominee can be selected by the staff annually and / or can be a rotated role amongst staff.
- The staff nominee will not be privy to any confidential information in respect of a colleague.

### Recruitment / Rotation of the staff rep role:-

Employee (Staff) representatives may be chosen by their fellow employees or appointed by management. The role can be rotated every year, sometimes every 6 months to suit the best interests of the centre overall.

If tutors are presenting to the board the topic chosen must not overlap with what the general manager will report on. Predominately topics chosen refer directly to what they are teaching and how they are teaching it or any new ideas / suggestions they have related specifically to their area of expertise.

### STAFF REPRESENTATIVES

<b>SHOULD</b>	<b>SHOULD NOT</b>
Be open , honest and work in the best interest of the company.	Work against the best interests of the organisation
Have good clear communication skills	Work in their own interest or with any personal or hidden agenda
Be willing to work collaboratively with both staff and manager	Be involved in any discussion regarding other staff members performance etc
Be able to see both sides of a discussion / both points of view	Attend the full board meeting
Be a member of staff	Be a board member or director of the organisation
Be aware at all times of any conflict of interest	Get involved in situations that could be considered inappropriate or show a conflict of interest.
Ensure the views of other staff members are recorded and communicated accurately to the manager.	Tailor information in any way that impacts the integrity of the information being shared or hinders the communication process.
Be elected by other staff members	Continue to work as staff rep if other staff are not in agreement and would like the chance to take on the role
Be a role that is rotated every year (unless there are unforeseen reasons and no other person is available or willing to take on the role)	Be in the role for any more than two years