

PRACTICAL MEANING OF DIRECTORSHIP





What is Director and Directorship

- Director is who can direct. The person in charge of managing a department or directorate, [Like: *Director of Operation/Finance/HR/etc.*], or project.
- Directorship is the office of a director; a directorate. The office or position of being in charge of an activity, department, or organization or company.

A director is a professional who's responsible for

- Managing **organization's operations**
- They perform tasks to ensure that **daily operations run smoothly**
- Anticipation for **risk assessment and find out opportunities**
- **Long-term strategies are in place** to meet **organization's goals and sustainability.**



They work closely with the organization's top management and collaborate

- To create long-term attainable goals
- They need skills to think strategically
- Communicate their ideas to management and employees
- Assess situations and come up with solutions.

Purpose:

- **Performance:** Managing governing board, Team building, Time management, Date line maintain, Quality input and outcomes, Stress management, Policy Compliances, Budget management
- **Decision making:** Decision setting for staff & others, Strategy, Risk assess and framework, culture, Stakeholder engagement, Strategic decisions
- **Advising:** Knowledge, Experience, Network, Mentoring
- **Monitoring:** Overseeing Performance, Capability, Compliance, Accountability, Planning.



Responsibilities:

- Decision making, problem sorting and shooting
- Meet financial goals, objectives, and policy compliances
- Strategic thinking and planning
- Identify cost-efficient ways to do operation (MF, Program, Admin cost,)
- Monitoring, review activities and staff performance
- Executing budget, forecasting efforts, innovations, long-term plan, etc.
- Team building and coordination (staff and section/sectors).

Responsibilities:

- Daily planning, and assessment
- Strategic relation with stakeholders, govt., donors and other groups
- Conducting budget reviews and reporting findings
- Risk and sustainability analysis (staff, finance, program, working areas,)
- Supporting HR in staff management (For hiring, disciplinary actions)
- To create congenial atmosphere for work
- Creating ownership among staff.

Personal Quality and Other Skill:

- Anticipation of Risk assessment and Opportunities
- Good judgment
- Communication
- Presentation skills
- Active contributor
- Confidence and Leadership skills
- Integrity and honesty
- Work Flexibility
- Transparency & Accountability towards work and knowledge.

Personal Quality and Other Skill:

- Adaptation skills
- Managerial and Analytical skills
- Keep update knowledge on sectoral issues and other affairs
- Discipline (Office/Personal discipline)
- Problem sorting, Solving, and Decision-making skills
- Presentable and good appearance on look and dress-up
- Interpersonal skill, Showing Sympathy and Empathy
- Earn respect of team members.

Personal Quality and Other Skill:

- . Give space to speak others
- . Positive mind to listen to others even criticism
- . To fit physically and mentally
- . Ability to create work for others
- . Positive approach of speaking and responding
- . Stakeholder relation
- . NGO activity expertise
- . Leadership capacity
- . Fast response and Dateline maintain.

Should Not Do

- Self-centered. ... (Intension to use office resources alone)
- Give advice on morality but reluctant to practice
- Domination (Negative power practice/aggression)
- Financial irregularities, Money addiction
- Borrow money and not repayment [Threatening approach]
- Use support staff for personal purpose
- Biasness
- Arrogancy
- Bullying approach
- Dignity hampering in front of others.

Thank You

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