



## Mission Statement

'To provide leadership to the work based learning sector in Sussex in order to maximise the quality, impact and profile of work-based learning and support the development of member business'.

## Directors' Roles and Responsibilities

The Board of SCTP are either elected representatives from the SCTP membership, or with the approval of the members, are SCTP members that are co-opted by serving directors.

## Responsibilities

- To attend bi-monthly Board meetings
- To attend members' meetings
- To represent SCTP and its members at meetings, events as requested by the Board and to provide feedback to the members, the Executive Director and the Board
- To pass important information and updates to the membership via the Executive Director and Board

## Expenses

Directors or their Companies claim expenses from SCTP as follows:

Board Meetings	£100
Meetings/events when requested to attend by the SCTP Board in the role of SCTP Director (rather than as a member)	£100

N.B. if a director makes a personal claim, this will need to be declared for tax purposes.

The director with lead responsibility for Pre-employment will be able to claim £100 expenses for attendance at each of the 3 Pre-employment meetings per year.