Great Yarmouth Unity Project

Directors' Terms of Reference

What GYUP is for

Great Yarmouth Unity Project (GYUP) is a Community Interest Company — a supportive collaboration of individuals and groups working together to create beneficial opportunities for the wider community across Great Yarmouth Borough. Our mission is to support our community in every way we can, by uniting under one umbrella and lifting people up.

We are led by mutual agreement, we are inclusive, and we work as a multi-organisational model. The directors are the people who hold that promise on behalf of the membership and the wider community.

Purpose of the role

A GYUP director is accountable in spirit and a director in law. The role has three sides to it:

Stewardship — making sure GYUP stays true to its mission, and is run honestly, lawfully, and well.
Direction — helping the Board decide where GYUP goes next, and what we say yes and no to.
Contribution — bringing your own skills, contacts, and energy to the work itself.

In a CIC of our scale and ambition, the line between governing GYUP and helping run it is thin. Directors are expected to do both, in proportion to what they can offer.

Time commitment

As a guide, a director should expect to give roughly:

One on-line Board meeting a month — typically one to two hours, with papers to read beforehand.
A bi-weekly ~30-minute on-line board decisions meeting to deal with any pressing decisions that may be required.
A few hours between meetings — for emails, WhatsApp, reviewing documents, and the occasional phone call.
Some involvement in at least one piece of GYUP work — a project, a partnership, or an area of governance such as finance, safeguarding, or communications.
Attendance at the weekly in-person members' meeting, where possible.

There will be busier weeks and quieter ones. What matters is that you are reachable, that you respond, and that you turn up.

What we ask of every director

These are the things we expect of one another. They are not a test — they are how we work.

Show up. Attend Board meetings, and let the Board know in good time if you cannot.
Read the papers. Come prepared, with questions if you have them.
Speak up. Say what you think in the room, not afterwards. Disagree well.
Act collectively. Once the Board has decided, support the decision, even if you argued the other way.
Keep confidences. Some Board discussions are sensitive — funding, individuals, partner organisations. What is said in the room stays in the room unless we agree otherwise.
Declare interests. If something on the agenda touches your other roles, work, or relationships, say so.
Look after the money. Be careful with GYUP's resources, and ask questions when something does not look right.

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Look after each other. Directors are volunteers. Be kind, be patient, and notice when a colleague is overstretched.

The legal bit

As a director of a Community Interest Company, you have duties under the Companies Act 2006 (specifically sections 170–177) and under our Articles of Association (which are contained in our Companies House filing history with the 16 June 2025 Incorporation filing) and on our website. In plain English, this means you must:

Act within the powers set out in our Articles of Association.
Promote the success of GYUP for the benefit of the community we exist to serve.
Use independent judgement — not simply do what others tell you.
Exercise reasonable care, skill, and diligence.
Avoid conflicts of interest, or declare them openly when they arise.
Not accept benefits from third parties because of your role.

None of this is intended to be alarming. It is the standard set of duties for any company director, and the Board supports one another in meeting them.

The Companies Act 2006 has 47 Parts, 1,300 sections, and 16 Schedules — the index to the primary legislation can be found at legislation.gov.uk/ukpga/2006/46/contents, and the general duties of directors (sections 170–177) are set out in Chapter 2 of Part 10, which can be found at legislation.gov.uk/ukpga/2006/46/part/10/chapter/2.

What you can expect from GYUP

In return, we will:

Give you a proper induction, and help you get to know the work and the people.
Share papers and information in good time.
Listen to your views, and take them seriously.
Respect your time, and not ask more of you than you have offered.

Who the role suits

There is no single GYUP director template. Between us we bring lived experience, professional skills, community connections, and a stubborn belief that things in our borough can be better. What we do all share is:

A genuine commitment to Great Yarmouth and its surrounding parishes.
Respect for the people we work with and for.
Willingness to work as part of a team, not a solo operator.
The honesty to say what we think, and the humility to change our minds.

The directors meeting on 18 September 2026, formally adopted the Terms of Reference dated 16 September 2026.