

Task Descriptions



Title: Governance Director

Role purpose:

- Support the England Touch Association in achieving its strategic vision
- Ensure compliance with relevant laws and regulations and commitment to best practice
- Implementation and self assessment of the Sport and Recreation Alliance Voluntary Code of Good Governance
- Maintain effective relationships and accountability among the various internal and external stakeholders

Experience: A broad understanding of corporate governance, the voluntary sector and awareness of current best practice relating to governance in sport

Hours required: 2-3 hours per week

Key dates:

- February: ETA Annual General Meeting (AGM)
- November: ETA Strategic Planning Weekend

Reports to: CEO of England Touch – See Organisational Chart.

Locations: Work from home.

Contract type: 1 year term. Re-appointed yearly at the AGM. (Feb 2017)

Salary: Voluntary role, Expenses paid if applicable.

Skills and Qualities:

Person specification	E	D
Able to act as an ambassador and champion for the Code	X	
Probity and robustness	X	
Demonstrate experience of strategic planning		X
Strong communication and interpersonal skills	X	
Provides governance, and not management, input to board meetings	X	
Ability to maintain confidentiality, being a detail-oriented, critical thinker, with good analytical skills	X	
Capability to challenge and support colleagues in order to reach consensus	X	
Competence to work with a variety of people from board members, affiliated stakeholders and external organisations	X	
Ability to make balanced and informed decisions	X	
Aptitude to work flexibly, remotely and effectively within a team, and also self-motivated	X	

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Scope of job/key elements:

Main duties and Job Accountabilities	Measures and input required
Establishing and maintaining a record of operational procedures	Regularly update of the England Touch Association document control spreadsheet
Accountable for Disclosure and Barring Services	Ensure England Touch adhere to umbrella organisation procedures to apply for DBS checks
Ensure England Touch complies with its governing documents	Ensure the board understand and evaluate the role it plays and the way it contributes to England Touch
Accountable for Judiciary and Advisory Panel	Ensure the board upholds the highest standards of integrity not only in what it does but in the wider environment of touch
Putting into place appropriate Terms of Reference supporting committees which operate under delegated authority	Ensure the board sets the strategy and vision of the England Touch Association and ensure that it is followed without becoming involved in the operational delivery
Putting in place appropriate 'Key Criteria for Effective Governance' adhering to Sport England's assessment indicators	Ensure the board is made up of individuals with the right balance of skills, knowledge and experience to meet the needs of the organisation
Putting into place effective policies and procedure s which are reviewed regularly	Ensure the board is conscious of the standards it should operate to, and of its role in exercising appropriate and effective control of England Touch
Putting in place appropriate systems to manage Complaints and Appeals	Ensure the board is open and accountable to its members and actions should stand up to scrutiny
Putting into practice appropriate responsibility and guidance documents between the England Touch Association and its clubs, members and participants	Ensure the board is aware of the international and domestic sporting environment and position England Touch appropriately