

# Task Descriptions



## Title: Non-Executive Director (NED)

### Job purpose:

- Act in an advisory capacity by bringing a breadth of business and management knowledge and experience from a professional background for the benefit of the England Touch Association and the sport of Touch
- Constructively review, challenge and make creative contribution in the development and implementations of the Association's strategy
- Contribute to building a trusted network of partners, stakeholders and business contacts
- Scrutinise executive activity and monitor England Touch Association performance in meeting agreed goals and objectives
- Provide an independent view and a broad perspective to the Board's decision making process

### Experience:

#### NED Candidate 1

Working as a company director (commercial, charity, voluntary sector) trustee, partner or in an appropriate senior executive management position.

#### NED Candidate 2

A solid understanding of the sporting landscape in the UK, preferably obtained through working in the industry.

**Hours required:** 2-3 hours per week, attend 1 board meeting per annum as well as the AGM

**Key dates:** Board Meetings, strategic planning meeting (November) and AGMs (February)

**Locations:** Various; including work from home and working away from home

**Contract type:** Two-year term. Re-appointed at the AGM

**Salary:** This role is not remunerated although reasonable travelling expenses may be paid

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## Skills and Qualities:

| Person specification   | E | D |
|--|---|---|
| Able to act as an ambassador for continuous improvement  | x |   |
| Independence and impartiality  | x |   |
| Demonstrable experience of succession planning   | x |   |
| Strong conceptual thinking, resilience and the ability to manage ambiguity   |   | x |
| Effective communication skills and interpersonal acumen  | x |   |
| Proven ability to solve problems, identify opportunities and assess risk   | x |   |
| Capability to provide constructive criticism   |   | x |
| Ability to translate and apply commercial / consumer skills and approaches into the National Governing Body / Sport environment      |   | x |
| Able to makes decisions objectively, based on understanding of facts and different perspectives                                      |   | x |
| Aptitude to work in an environment in which challenging issues can be confronted, opposing opinions are sought and trust is implicit | x |   |

## Scope of job/key elements:

| Main Duties and Job Accountabilities    | Measures and Input Required  |
|---|--|
| Strategic development and review        | <ul style="list-style-type: none"> <li>Facilitated vision and business planning</li> </ul>   |
| Governance review and support           | <ul style="list-style-type: none"> <li>Robust appointment and election</li> <li>Board and Committee Terms of References are provided and are regularly reviewed and maintained</li> <li>Satisfying legal frameworks</li> </ul>                 |
| Board evaluation and skills assessment  | <ul style="list-style-type: none"> <li>Facilitated board effectiveness review</li> <li>Support with next steps</li> </ul>  |
| Financial management review and support | <ul style="list-style-type: none"> <li>Satisfying the integrity of financial information</li> <li>Providing meaningful financial information to stakeholders</li> </ul>  |
| Human resources support                 | <ul style="list-style-type: none"> <li>Task descriptions are provided for each role and are regularly reviewed and maintained</li> <li>Non-Executive Director remuneration</li> </ul>  |
| Risk Management                         | <ul style="list-style-type: none"> <li>A risk management strategy is produced and approved</li> <li>A risk register is produced and monitored</li> <li>Ensuring that controls and risk management systems are robust and defensible</li> </ul> |