

Job Description - Chair



Title: Chair

Overview: The England Touch Association (ETA) is the National Governing Body for Touch in England and our goal is to grow and sustain the sport. Our focus is to develop the game, grow participation and help more people to play Touch, more often.

Role purpose: The role of the Chair is to provide leadership and direction to the Board, enabling them to fulfil their responsibilities for the overall governance and strategic direction of the organisation.

The overall responsibilities of the Chair are:

- Providing leadership to the Board in understanding and executing their role;
- Planning, chairing, and facilitating board meetings to set the agendas and plan the annual cycle of meetings;
- Working with the newly appointed COO and other Executive Board members to ensure that there is a common understanding of the vision, mission, strategic objectives and strategic priorities by the Board, staff, volunteers and other key stakeholders;
- Ensuring the flow of information to Non-Executive Directors is effective and appropriate and that decisions that are taken at board meetings are implemented;
- Acting as an ambassador, representative or spokesperson for the organisation at appropriate events, meetings or functions;
- Acting as the final stage adjudicator for disciplinary and grievance procedures if required.

Experience: At least two years Board experience, ideally in the sport sector.

Qualifications: Desirable - Educated to degree level or equivalent relevant qualifications in business management or sports management.

Hours required: 2-3 hours per week. Attend and Chair at least three Board meeting per annum (can be virtual) and the AGM.

Key dates: Board Meetings and AGM (Feb 2018) – see additional information below

Locations: Work from home and various locations as and when required.

Contract type: Elected by Voting Members at AGM for a 2-year term. Board members can serve a maximum of four two-year terms.

Salary: Voluntary, with reasonable expenses paid.

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Touch Calendar: The Touch calendar is cyclical, with key tournaments taking place over spring and summer with more focus on strategic planning over autumn and winter.

Detail	Key Dates for Feb 2018 – Feb 2020	Attendance
AGM 2018	25 February 2018	Essential
Board Meetings	At least three a year – virtual / in person	Essential
European Touch Championships	18 – 21 July 2018 (Nottingham) – Final Day only	Desirable
Touch Nationals	25 – 27 August 2018 (Cambridge) – Final Day only	Desirable
Strategy Weekend	November 2018	Essential
AGM 2019	February 2019	Essential
Board Meetings	At least three a year – virtual / in person	Essential
Touch World Cup	April 2019 (Malaysia)	Optional
Touch Nationals	August 2019 – Final Day only	Desirable
Strategy Weekend	November 2019	Essential
AGM 2020	February 2020	Essential

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Skills and Qualities:

Person specification	E	D
At least two years Board experience, ideally in the sport sector.	X	
Proven track record of effective leadership and management of a team or organisation.	X	
Significant experience of building trust and strong relationships with a range of stakeholders at senior levels.	X	
Ability to act independently and impartially, making decisions objectively, based on understanding of facts and different perspectives.	X	
Ability to interpret and reconcile financial accounts, with a firm understanding of financial protocols and procedures.	X	
Firm grasp of governance requirements in a sporting landscape including familiarity with the UK Sport / Sport England Code of Governance.		X
Clear understanding of the legal requirements of being on a Board.	X	

Scope of job/key elements:

Main Duties and Job Accountabilities	Measures and Input Required
Strategic development and review	Lead the development of the strategic plan in partnership with volunteers, members and other stakeholders, including regular reviews and updates as required.
Governance	Ensure the organisation adheres to its Articles of Association. Ensure the organisation has appropriate risk management frameworks and controls in place. Ensure the organisation has appropriate policies and processes in place, particularly around junior participants and safeguarding.
Human resources	Lead on managing the new COO position, monitoring performance and agreeing bonus structure. Lead on managing other Executive positions, ensuring Executive Directors are performing appropriately and effectively. Ensure recruitment into voluntary positions is open and fair, with a particular focus on increasing diversity, particularly at Board level. Ensure the organisation has effective succession planning policies in place, with a focus on recruitment and retention of volunteers.
Finance	Ensure the organisation remains financially sustainable and financial risk is managed effectively. Ensure the financial information available at end of year reporting is robust.
Board Operation	Chair and provide leadership to the Board to ensure it operates effectively, enabling other Board members to fulfil their responsibilities for the overall governance and strategic direction of the organisation.