

## **ROLE DESCRIPTION FOR CHAIR**

### **Role Purpose**

Working with the Board, the role of the Chair is to provide effective strategic leadership in achieving the organisation's stated goals.

### **Role Description**

- The Chair is responsible for leadership of the Board, ensuring its effectiveness in all aspects of its governance role.
- The Chair leads the Board in developing an ethical culture in line with the values of the organisation. The Chair's behaviour is a key in leading the Board and developing the right culture
- The Chair is pivotal in creating the conditions for overall Board and individual Board member effectiveness and ensures constructive relations between Board members and staff.
- The Chair is bound by the Board's governance policies and decisions and thus has no authority to alter, amend or ignore these.
- The position of Chair does not create of itself a right to independent decision taking.
- The Chair may exercise those powers delegated to the position by the constitution or Board.

### **Responsibilities**

- Represent the Board - The Chair is usually the Board's representative to outside parties.
- Set the Strategic Direction - The Chair takes a key role in setting the strategic direction and priorities for Board members to consider. This should take full account of the issues and concerns of all Board members who should have an opportunity to input items for consideration by the Board. Board agendas should be forward looking and concentrate on strategy primarily. Operational matters should be discussed outside of formal Board meetings.
- Manage Board Meetings - The Chair will direct or control meetings to ensure that sufficient time is allowed for discussion of agenda items and proper decision making takes place. Summing up after each item is good practice to avoid doubt about what decision has been taken.
- Develop and Encourage Board Members - Taking the lead in inducting and developing individual Board members, with a view to enhancing the Board's overall effectiveness as a team and assisting with succession planning.
- Performance Assessment - Ensuring that peer and self-assessments of performance are undertaken regularly for all members of the Board.

In liaison with fellow Board members:

- Establish a vision and strategy for the organisation;
- Monitor progress against agreed goals and objectives;
- Review the core values of the vision at least every four years;
- Monitor performance, financial expenditure, risk and resource allocation against the

strategic plan at least quarterly;

- Ensure the maintenance of a sound financial and resource platform at all times;
- Build effective relationships with external partners as required by the Board;
- Undertake training as appropriate and participate in an annual Board evaluation process and individual evaluation;
- Attend events and meetings as appropriate and act as hosts to partners, sponsors and other stakeholders as required.

### **Competencies**

1. Have excellent interpersonal, leadership and influencing skills, the ability to contribute effectively to the Board and committees providing 'critical' support, communicating effectively with stakeholders at all levels.
2. Have experience of working at Board level and understand the role of the Board;
3. Build effective relationships with fellow Board members ensuring all are committed to the common purpose;
4. Be capable of expressing ideas and information in ways that are appropriate, accurate and concise;
5. Listen to all fellow Board members, ensuring their views are heard;
6. Identify opportunities in pursuit of the achievement of the organisation's vision and strategic goals;
7. Ensure that independent judgement is exercised on issues of strategy, performance, resources and standards of conduct;
8. Understand the purposes of corporate governance and management, the differences and relationships between them and frameworks for assurance and accountability;
9. Empathise with the volunteers who are vital to the running of the sport;
10. Understand and accept the legal duties, responsibilities and liabilities of being a Board member.