



# Events Commission Lead (Appointed)

<b>Organisation:</b>	British American Football Association (BAFA)
<b>Purpose of position:</b>	To be the Events Commission Lead for British American Football (Appointed)
<b>Responsible to:</b>	Director of operations and the Board
<b>Responsible for:</b>	The effective management and delivery of events for British American Football
<b>Length of term:</b>	Appointed every 4 years (a commission Lead may serve on the Operations group for a maximum of two terms of four years)
<b>Position type:</b>	Voluntary
<b>Reward/ benefit:</b>	Reasonable travel expenses paid to attend Operational meetings. Free entry to Brit Bowl
<b>Commitment:</b>	To attend Operations Group meetings at least 4 times a year. Plus up to 2 hours a week voluntary time.

## Key tasks and duties.

- Attend all Operations group meetings and communicate regularly with the Director of Operations
- Input into the operational plan regarding the operations of ongoing and future BAFA events
- Organise BAFA Board approved events (for example national finals)
- Organise any BAFA approved international events to be held in the UK
- Coordinate BAFA events volunteer and set BAFA event-based volunteering standards
- Maximise event volunteering and event attendance in British American Football
- Report on events including successes, challenges, numbers attended, volunteers, financial inputs and outputs
- Work with the finance director to manage the BAFA event budget
- Carry out all duties in the best interests of BAFA.

## Key skills

- An ability to be the voice of event participants and attendees at an operational level, whilst also being objective and seeing the bigger picture of what is required
- Excellent communication skills
- Volunteer management skills and deployment
- Knowledge of events management and volunteering
- High levels of organisational skills.

## Key Competencies

- High level of integrity/probity
- Ability to think and act strategically

- Excellent leadership skills
- Be able communicate concisely, effectively and with transparency
- Act as a positive role model for the sport
- Take responsibility and be accountable for collective actions
- Act in the best interests of the commission, not for an external representative group
- Be able to work in partnership to develop solutions to challenges
- Demonstrable commitment to ethics within the sport
- Demonstrable commitment to equal opportunities and equality
- Have a sound awareness of fiduciary responsibility
- A general enthusiasm for the sport of American Football.

### **Eligibility**

Any person possessing the necessary and appropriate experience in the **Key Competencies and skills** associated with being an Events commission lead within BAFA is eligible to be nominated and/or to apply for the position of commission lead provided they: -

- Do not possess a criminal record inappropriate for the position within the sport
- Have not previously been removed, dismissed or disciplined within or from BAFA or any other NGB or related body.

BAFA is accountable to its Membership and its stakeholders. Because of this accountability and due to the level of responsibility and high-profile nature of the position of Events commission lead, BAFA must insist on the highest standards of integrity and probity from individuals nominated and/or applying for the position of events commissions lead. All nominations and applications will be carefully assessed.