**British American Football Association**

**Board of Directors**

**JOB DESCRIPTION**

1. Job Particulars

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|  Job Title: | Non-Executive Director |
|  Role Summary: | The Non-Executive Director will be a vigilant guardian of the corporate governance of the organisation and to ensure the impartiality and robust decision making process and should also have a passion for the success of the British American Football Association, with an ability to provide strong leadership. Business acumen and experience are necessary qualities as are excellent networking, relationship and partnership building skills. The role will also require diplomacy, excellent communication and strong influencing skills. In addition to the above, specialist expertise in one or more of a number of areas, including but not limited to finance, income generation, marketing, partnership building, would be advantageous.  |
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|  Reporting To: | The Chair and Board of the British American Football Association |
|  Responsible For: | Line Management – NoneFunctional - 1. Guiding the implementation of the vision for British American Football.
2. Ensuring the management of the sport is compliant with the Governing Document and the established policies and procedures.
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1. Main Tasks, Duties and Responsibilities

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|  Main Tasks | Duties and Responsibilities |
| * 1. Assisting the NGB and ensuring it fulfils its responsibilities:
 | * Monitoring the provision of accurate, timely and clear information to the Board.
* Ensuring there is regular evaluation of the performance of the Board, its committees and the individuals who sit on them.
* Facilitating the effective contribution of specialist advisers and observers who sit on the Board and any committees.
* Upholding the highest standards of integrity and probity.
* Ensuring the Association meets the highest standards of corporate governance and seeks compliance with appropriate regulations.
* Ensuring a clear structure for and the effective running of the Board and its committees.
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| * 1. Participate in working with the Directors and key personnel to help them achieve the objectives of the Strategic Plan:
 | * Leadership of the Board to ensure its effectiveness on all aspects of its role in developing and implementing the Strategic Plan for the sport.
* Ensuring the Association applies its resources exclusively in pursuit of the implementation of the Strategic Plan.
* Setting the agenda, style and tone of Board discussions to promote effective decision-making and constructive debate within the sport.
* Monitoring the implementation of decisions taken at Board meetings.
* Ensuring the Directors and key personnel deliver an annual plan and budgets.
* Ensuring that the Board receives relevant and timely updates of what is being done and required from each aspect of the sport.
* Establishing a close relationship of trust with the Directors and key personnel, providing support and advice while respecting executive responsibility.
* Leading the process of appraising the performance of the Directors.
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| * 1. Participate in optimising the relationship between the Association and stakeholders internal and external to the sport:
 | * Ensuring effective communication with the sport’s stakeholders inside and outside the sport of American Football.
* Ensuring constructive relations between personnel on the Board.
* Promoting effective relationships and open communication, both inside and outside the Board, between the Association and the key partners.
* Representing the partnership and understanding the views of the sport’s stakeholders.
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1. Person Specification

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|  Area | Requirement |
| * 1. Experience:
 | * Experience of leading Boards / Committees.
* Experience of building partnerships.
* Experience of acting as an advocate for an organisation.
* Track record of achievement in an appropriate environment.
* Experience and proven effectiveness in chairing other bodies.
* Experience of leadership roles in a multi-partner environment.
* Demonstrable track record and experience in one or more areas, including but not limited to finance, income generation, marketing, partnership building, would be advantageous.
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| * 1. Knowledge / Skills:
 | * An understanding and acceptance of the legal duties, responsibilities and liabilities of leading a corporate body.
* An understanding of what is required to generate income from commercial sources.
* Excellent communication and interpersonal skills.
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| * 1. Competencies:
 | * Ensuring effective communication with the British American Football Association’s stakeholders inside and outside the sport.
* Ability to develop and communicate a strategic vision.
* Ability to take an independent view when judgements are required.
* Ability to think creatively.
* Awareness of what is required to ensure the needs of external ‘investors’ are met.
* An ability to work effectively as part of a team.
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| * 1. Behaviours
 | * Demonstrate a commitment to the British American Football Association.
* A willingness to speak candidly.
* Demonstrate recognition of the implications of working in a partnership environment.
* Recognise and value the contribution of others.
* Supports the other Directors and key personnel in their leadership of the business of the Association whilst monitoring their conduct.
* Demonstrate flexibility and open mindedness.
* Provide learning opportunities by giving feedback and support.
* Demonstrate commitment to Nolan’s seven principles of public life – selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
* Demonstrate tact and diplomacy.
* Demonstrate impartiality, fairness and the ability to respect confidences.
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| * 1. Special Circumstances
 | * Willingness to commit time to attend meetings of the Board and Committees as necessary.
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