

# Non-Executive Board Description

## Chair (Elected)

<b>Organisation:</b>	British American Football Association (BAFA)
<b>Purpose of position:</b>	To be the elected Chair of British American Football Association (Elected)
<b>Responsible to:</b>	The Board
<b>Responsible for:</b>	The effective governance and financial management of British American Football
<b>Length of term:</b>	Elected every 4 years (A Director may serve on the Board for a maximum of two terms of four years)
<b>Position type:</b>	Voluntary
<b>Reward/ benefit:</b>	Reasonable travel expenses paid to attend Board meetings Free entry to Brit Bowl
<b>Commitment:</b>	Board meets at least 4 times a year. Must attend all Board meetings, plus up to 2 hours a week voluntary time.

### Key tasks and duties

- Provides leadership and direction to the Board of Directors and enable the Board to fulfill their responsibilities for the overall governance and strategic direction of BAFA.
- Ensures that the organisation pursues its objectives as defined in its strategy document (2018- 2021), company law and other relevant legislation/regulations.
- Approve the annual cycle of the Board meetings, meeting agendas, chair and facilitate meetings, monitor decisions taken at meetings and ensure they are implemented.
- Create a strong and fulfilling working relationship with the Board and voluntary commissions through review and self-reflective evaluation of contributions and effectiveness of the Board.
- Lead and mentor other Board members to fulfil their responsibilities and enable access to training/coaching/information to enhance the overall contribution of the Board.
- Liaise regularly with the Financial Director to maintain a clear grasp of BAFA's financial position and to ensure full and timely financial transparency and information disclosure to the Board.
- Represent the organisation as a spokesperson at appropriate events, meetings, or functions.
- Act as final stage adjudicator for disciplinary and grievance procedures if required.
- Demonstrate sound Governance by personal and collective actions.
- Carry out all duties in the best interests of the BAFA, and in a manner consistent with their legal duties.

### **Key skills**

- Experience of chairing meetings
- Experience of working with and leading other volunteers
- Able to provide independence and therefore balance in decision making and discussion
- High levels of organisation i.e. Able to ensure that planning and budgeting for the future are carried out in accordance with the wishes of the members
- Able to keep a debate focused, avoiding any deviations whilst Managing conflict within meetings.

### **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 Board not for an external representative group/body.
- Be able to work in partnership to develop solutions to challenges.
- Demonstrable commitment to ethics within the sport.
- Demonstrable commitment to equal opportunities and equity.
- Have a sound awareness of fiduciary responsibility.
- Enthusiasm for the sport of American

### **Eligibility**

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

- Can meet the requirements of a Directorship under the Companies Act 1985.
- Are not excluded for any reason from holding a Directorship.
- Do not possess a criminal record inappropriate for the position within the sport.
- Have not previously been removed from the position of Director within BAFA or been dismissed from BAFA or any other NGB or related body.

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