

Non-Executive Board Description: Director of Business Process (Appointed)

Organisation:	British American Football Association (BAFA)
Purpose of position:	To be an appointed Director of Business Process for the British American Football Association (appointed)
Responsible to:	The Board
Responsible for:	The effective governance and financial management of British American Football
Length of term:	Appointed every 4 years (a director may serve on the Board for a maximum of two terms, of four years)
Position type:	Voluntary
Reward/ benefit:	Reasonable travel expenses paid to attend Board meetings Free entry to Brit Bowl
Commitment:	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.

- To review all current business processes, including data collection, financial information, reporting, communications, marketing and PR, membership services and workforce.
- To design, develop and deliver a business process improvement plan which meets the strategic four-year aim, so that BAFA can have a usable database which underpins operations.
- Ensures that the organisation pursues its objectives as defined in its strategy document (2018-2021), company law and other relevant legislation/regulations.
- Work with the Communications Director and Business Development Director to make business processes more effective
- Source or develop applications and other systems needed to ensure BAFA's success.
- Manage internal tender, procurements, and external contractors (if needed) from start to finish.
- Create a strong and fulfilling working relationship with other Board members and voluntary commissions through review and self-reflective evaluation of contributions and effectiveness of the Board
- Mentor other Board members to fulfil their responsibilities and enable access to training/coaching/information to enhance the overall contribution of the Board related to business processes.
- Represent the organisation as a spokesperson at appropriate events, meetings, or functions.
- Demonstrate sound governance by personal and collective actions.

- Carry out all duties in the best interest of BAFA, and in a manner consistent with their legal duties.

Key skills

- Previous experience of development or management of integrated customer relationship management systems, membership systems and/or I.T systems, or a developer who has worked in a strategic capacity and has knowledge of these business processes.
- Experience of change management in relation to customer relationship management/membership systems/ICT systems.
- Knowledge of business processes in small voluntary led organisations, or knowledge of large businesses but ability to apply to smaller organisations.
- Understanding and acceptance of the legal duties, responsibilities, and liabilities of a Directorship.

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 sport.
- Demonstrable commitment to equal opportunities and Equity.
- Have a sound awareness of fiduciary responsibility.
- Enthusiasm for sport/American Football.

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 director 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 Director of Business Process, BAFA must insist on the highest standards of integrity and probity from individuals nominated and/or applying for the position of BAFA – Director of Business Process. All nominations and applications will be carefully assessed.