

Non-Executive Board Description: Director of Operations (Elected)

Organisation:	British American Football Association (BAFA)
Purpose of position:	To be an elected Director of Operations 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:	Elected 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, you are also required to chair Operations Group meetings 4 times a year. Must attend all Board and Operations Group meetings, plus up to 2 hours a week voluntary time

Key tasks and duties.

- To design, and develop an operations plan, which meets the operational delivery objectives of the strategic plan (2018-2021).
- To ensure the delivery of the operations plan through effective delegation, communication, and monitoring.
- Coordinate, delegate and deploy the Operations Group to ensure that the day to day running of BAFA is managed.
- 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 Operations Group, meeting agendas, chair and facilitate meetings, monitor decisions taken at meetings and delegate implementation.
- Mentor Operations Group members to fulfil their responsibilities and enable access to training/coaching/information to enhance the overall contribution of the Operations Group and the operations of BAFA.
- Be part of any internal Human Resources issues at Board and Operations Group level.
- 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
- 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 or knowledge on how to turn strategy into implementation through delegation and management.
- Knowledge of operational processes in small voluntary led organisations, or knowledge of large businesses but ability to apply to smaller organisations.
- Previous experience of the organization and operations of British American Football, and in-depth knowledge of its sporting infrastructure.
- Experience of chairing meetings
- Experience of working with and leading other volunteers
- 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 the sport.
- Demonstrable commitment to equal opportunities and Equity.
- Have a sound awareness of fiduciary responsibility.
- 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 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 Operations, BAFA must insist on the highest standards of integrity and probity from individuals nominated and/or applying for the position of BAFA – Director of Operations. All nominations and applications will be carefully assessed.