# Senior Independent Director

**Senior Independent Director**

**Role Profile**

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| **Role Title** | Senior Independent Director |
| **Reports to** | Chair of the Board of Directors |

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| **Role Purpose** | |
| * The Senior Independent Director is a non-executive Director appointed by the Board. * To provide a sounding Board for the Chair * Serving as an intermediary for the other Directors when necessary. * Acting as an alternative contact for stakeholders to share any concerns if the normal channels of the Chair or the Association's management fail to resolve the matter or in cases where such contact is Inappropriate. * Leading on the process to appraise the performance of the Chair. | |
| **Direct Reports** | CEO, Company Secretary or Football Association |

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| **Location** | Normal place of work is at the Devon County Football Association Offices or other places which could include homeworking or additional travel to other locations or overnight stays. |
| **Estimated time commitment to fulfil the role** | The person is required to attend General Meetings and other ad hoc events held within the County. It is estimated that it will be an average of 50 hours per year.  The role requires a commitment to attend 10 Board Meetings a year, of which a third of these meetings will be in person with the remainder virtually held.  To be available to meet with the CEO and the Chair on a regular basis and to meet from time to time as the role requires.  . |
| **Expenses** | This is a voluntary role which is not accompanied by any financial remuneration.  County FA Expenses will be paid in line with the current Expense Policy of Devon County Football Association.  Travel and accommodation to FA events where The FA has agreed to reimburse County FA Expenses will be paid in line with the current County FA Expense Policy issued by The FA. |

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| **Responsibilities** |
| * Ensure the effective implementation of Board decisions by the CEO and staff, holding the CEO to account for the effective management and delivery of the Association’s strategic aims and objectives. * Develop and maintain an effective corporate governance structure. * To be responsible for chairing the Nomination and Appointment Committee in accordance with this Committee Terms or Reference.   ***Specific Senior Independent Director Duties***   * Be available to County FA staff and volunteers if they have concerns which contact through the usual channels of CEO or Chair has failed to resolve or where it would be inappropriate to use such channels. * Support the Chair in leading the Board and acting as a sounding board and source of advice for the Chair. * Hold a meeting with the other Directors at least once per year in the absence of the Chair as part of the Chair’s appraisal process. * There may be other circumstances where such meetings are appropriate. Examples might include informing the reappointment process for the Chair, where concerns have been expressed regarding the Chair or when the Board is experiencing a period of stress. * Carry out the appraisal of the Chair. * Take responsibility for an orderly succession process for the Chair role where a re-appointment or a new appointment is necessary. * Establish clear objectives to deliver the agreed strategy and business plan and regularly review performance against those objectives. * To Serve as a Director of the Company and to actively participate in its strategic management. * To execute the responsibilities of a Company Director in accordance with the Companies Act (2006) and other relevant legislation. * To safeguard the interests of the membership and stakeholders of the Association. * To fully participate in Board induction, training or development and performance monitoring. * To oversee the Associations adherence to advice and guidance from the Football Association. * To provide monitoring Information for reporting to the Board on a quarterly basis. * To set an example in the values and behaviours adopted, acting always In line with the Code of Conduct agreed by the Board. * Perform other responsibilities as assigned by the Board. |

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| **Person Specification** | |
| **Qualifications** | |
| Essential  Man-management skills. | Desirable  A sound understanding of the volunteer/ professional  relationship and how we can best work to support  the work of the Association. |

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| **Skills** | |
| Essential   * Experience working at a Senior level. * To lead on special projects on behalf of the Chair to Improve and monitor performance and goals are achieved. * An understanding of and ability to manage financial risk in business. * Strategic leadership and management skills. * Decision-making skills. The appropriate use of knowledge and experience to make informed decisions to the benefit of the organisation * The ability to debate, discuss and challenge in a constructive manner * Excellent interpersonal skills including rapport- building, active - listening and incisive- questioning. * The ability to form productive relationships both internally and externally and strategic partnerships for the benefit of the Association. * Knowledge of the County FA Governance Code. * Understanding of how to apply principles of inclusive practice. | Desirable   * Diplomacy and conflict management skills. * An ability to understand financial accounts, management accounts and budgeting * Knowledge of the Articles of Association and their application. * Up to date and thorough knowledge of Grassroots Football and the role of the Association in its governance. |
| **Knowledge** | |
| Essential   * An understanding of The FA National Game Strategy and how this affects the work of the County Football Associations. * An understanding of and a commitment to equality in action * Risk Management * Customer experience and engagement. * An understanding of and commitment to equality, diversity, and inclusion. * Effective use of digital communication including email and the internet. | Desirable   * Knowledge, understanding and interest in grassroots sport, particularly football, and other related activities |

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| **You must be Safeguarding Compliant** |  |
| **We will check Companies House Disqualified Directors Register** |  |
| **You must be able to travel to Meetings** |  |

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| **The Role Holder will be expected to understand and work in accordance with the values and behaviours described below**  **The values below are those of The FA. If the County FA has a variation of these values, they should be inserted below.** | |
| **FA Value** | **Behaviours** |
| **PROGRESSIVE** | Embraces new thinking in pursuit of continuous improvement   * Identifies the need for, and actions change in direction, practice, policy, or procedure * Questions the way things are done and takes informed risks * Continuously seeks to improve efficiency and performance |
| **RESPECTFUL** | Sets the standards for respectful behaviour across the game   * Maintains people’s self-esteem when interacting with them * Avoids pre-judgement when listening to suggestions from others * Seizes the opportunity to apply FA standards at all times |
| **INCLUSIVE** | Champions and ensures that football is, and will remain, a game for everyone   * Openly collaborates with colleagues and partners in the game * Provides equal opportunity to people of different backgrounds, experience, and perspective * Seeks out and embraces new ways of thinking and working |
| **DETERMINED** | Tenacious and accountable. Serving the whole game and doing the right thing   * Works relentlessly to overcome roadblocks or obstacles to achieve the goal * Remains focused on seeing agreed goals through to completion taking pride in their work * Maintains motivation for their team and themselves |
| **EXCELLENT** | The very best outcome achieved by sustained excellence in performance   * Seeks to achieve the highest levels of performance at all times * Can be persistent to achieve a standard that others consider impossible * Challenge’s others to go further and achieve more |

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| **Role Profile agreed by the Board of *[insert County FA name]***  **and signed on behalf of the Board by the Chairperson:** | **Name** | **Signature** |
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| **Date Role Profile agreed by the Board:** | ***[insert date]*** | |
| **Role Profile signed by role holder:** | **Name** | **Signature** |
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| **Date Role Profile signed by role holder:** | ***[insert date]*** | |