**Role Profile**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job Title:** | County FA Chair of the Board of Directors | **Reports To:** | Accountable to the Membership of Essex County Football Association | **Grade:** | **N/A** |

|  |  |
| --- | --- |
| **Role Purpose:** | |
| * To be responsible for the leadership of the Board of Directors and is accountable to the Membership of Essex County Football Association (subsequently referred to as ‘the Association’). He or she will be responsible for overseeing the affairs of the Association and for ensuring that the Board meets its obligations and responsibilities to the Association. * To hold the Board to account for the performance of the Association providing inclusive leadership to the Board of Directors, ensuring that each Director fulfils their duties and responsibilities for the effective governance of the Association. * To act as an ambassador for the Association. * The Chief Executive Officer reports to the Board of Directors through the Chair who is directly responsible for his or her performance review and management. | |
| **Direct Reports:** | CEO & Company Secretary reports to the Chair |

|  |  |
| --- | --- |
| **Location:** | The County Office, 8 Springfield Lyons Approach, Chelmsford, CM2 5LB  Homeworking  Additional travel to other locations in the County  Potential for travel outside of Essex and the potential for overnight stays |
| **Estimated time commitment to fulfil the role** | The Chair will need to allocate sufficient time to meet the expectations of the role, which is estimated on average to be 10+ hours per calendar month.  In addition to the Main Board and Council, the Chair will be asked to lead and / or sit on advisory working groups, as well as wider Essex County FA business activities.  There are on average 12 Board meetings a year. Meetings are normally held on the second Tuesday of the month and normally last in the region of 2/3 hours. |
| **Remuneration or 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 Essex County FA.  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. |

|  |
| --- |
| **Responsibilities:** |
| * Serve as a Director of the Association and to lead the Board in setting the strategy of the Association. * Execute the responsibilities of a Company Director in accordance with the Companies Act (2006). * Ensure that the Board maintains and demonstrates a clear division between the Board’s management and oversight role and the executive’s operational role. * Lead the Board in the approval of the long-term financial plan and annual budget. * Set the agenda for each Board meeting in consultation with the CEO. * Chair Board meetings effectively, ensuring that Directors receive accurate, timely and clear information and that adequate time is available for discussion and time is used productively. * Chair Council meetings effectively, ensuring that Council members receive accurate, timely and clear information regarding the activities of the Board. * Lead the Board in demonstrating transparency and accountability, engaging effectively with stakeholders and nurturing internal democracy. * Set an example in the values and behaviours adopted, acting at all times in line with the Code of Conduct agreed by the Board. * Monitor the delivery of the strategic plan and objectives of the Association. * Undertake and maintain evaluation records of the Board’s skills and performance and of individual Directors, and that of its committees in line with the Code of Governance. * Use evaluation findings to develop the skills and effectiveness of the Board. * Review, with the CEO, any issues of concern to the Board including the wellbeing of staff and the wider workforce of the Association. * Manage the performance of the CEO, providing opportunities for coaching and development as required. * Lead the Board in identifying proportionate and appropriate actions to be taken to support and/or maintain diversity targets set and agreed for the Board. * Act as an ambassador and represent the Association at internal and external meetings and functions. * Appoint Chairs to the various committees in consultation with members of the Board. * Serve as an ex officio member of all committees. * Perform other responsibilities as assigned by the Board. |

|  |  |
| --- | --- |
| **CFA Values and Behaviours – UNITE** | |
| **UNDERSTANDNG** | ***Supportive, Empathetic, Knowledgeable***   * Sensitivity, openness and awareness of others * High levels of self-awareness * Champions use of data and insight to drive decision making |
| **NEW INNOVATIONS** | ***Inspiration, Creative, Commitment***   * A pro-active, solution focused and positive mind-set * Demonstrates confidence, with the ability to gain respect and attention * Acts with the future in mind and embraces innovation |
| **INTEGRITY** | ***Trust, Honesty, Transparency, Ownership***   * Interested and inquisitive mind-set * Resilient in times of challenge and change * Takes ownership, holding self and others accountable |
| **TEAMWORK** | ***Focus, Challenge, Collaborate, Learn, Share, Feedback***   * Willingness to learn, challenge and change * Determination and drive to succeed |
| **EXCELLENCE** | ***Customer Service, Attention to Detail, Hardworking, Strategic, High Performing***   * Thinks critically with creativity and strategic awareness * Performs highly, consistently and efficiently in line with strategic aims of organisation |

|  |  |
| --- | --- |
| **Person Specification** |  |
| **Qualifications** |  |
| Essential   * No specific qualifications are essential to perform this role of Chair. | Desirable |
| **Skills** | |
| Essential   * Excellent meeting chairing skills including the ability to generate a productive group discussion ensuring that all voices and points of view are heard and given due consideration. * Strategic leadership and management skills. * The ability to facilitate a positive Board culture, and in particular the relationship between the Board and the executive workforce. * Decision-making skills. The appropriate use of knowledge and experience to make informed decisions to the benefit of the organisation. * Excellent interpersonal skills including rapport-building, active-listening and incisive questioning. * Recruitment and selection skills. * The ability to form productive relationships both internally and externally and strategic partnerships for the benefit of the Association. | Desirable   * Performance management and conducting appraisals (in relation to the management of CEO). * Business coaching and mentoring. * Working with Board skills audits. |
| **Knowledge** | |
| Essential   * Knowledge and understanding of the responsibilities of a Board Director. * Knowledge and understanding of the Companies Act (2006). * Thorough knowledge and understanding of the Safeguarding Requirements for the Association. * Thorough 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 of the County FA Governance Code. * Understanding of how to apply Principles of inclusive practice. * Knowledge and understand of financial accounts, management accounts and budgeting. * An understanding of The FA National Game Strategy and how this affects the work of the County Football Associations. | Desirable   * Knowledge of other key areas of legislation including Health and Safety, Employment, GDPR, Bribery and anti-corruption, whistleblowing and Taxation. * Risk management. * Customer experience and engagement. * Succession planning. |

|  |  |
| --- | --- |
| **Further Information** | |
| **Enhanced DBS Check Required:** | YES |
| **Clean Full Driving Licence:** | NOT ESSENTIAL |
| **Check Companies House Disqualified Directors’ Register?** | YES |

|  |  |
| --- | --- |
| **Role Profile agreed by:** | *The Board of Essex County FA* |
| **Signed on behalf of the Board by the CEO:** |  |
| **Date Role Profile agreed by the Board:** | February 2024 |
| **Role Profile signed by role holder** | Name:  Signature: |
| **Date Role Profile signed by Role Holder:** |  |