

**The County Association**

**Board of Directors**

**Prospective Member Application Pack**

Dear Applicant,

Thank you for reading our Board of Directors Prospective Member Application Pack.

**Purpose**

The Board of Directors are appointed to direct the business affairs of the Association. They are responsible for determining the vision and strategy, plans, policies and financial investment required to achieve the Association’s aims and objectives as per the Association’s articles. This will be achieved specifically by:

1. Ensuring the organisation operates in accordance with the Companies Act (2006) and other relevant legislation.
2. Approving the objectives to deliver the strategic business plan and regularly review performance against those objectives.
3. Monitor the financial affairs of the Association.
4. Oversee the management of risk to the Association, including matters of Health & Safety.
5. Develop and maintain an effective corporate governance structure.
6. Make, repeal and amend rules and regulations for the better administration of the Association.
7. Ensure a duty of care to all employees.
8. Adopt code of conducts for the Board and County Members.
9. Ensure the County FA operates within the Articles of Association.
10. Review and approve any policy changes recommended by the Executive to ensure they do not conflict with the objects of the association or FA rules and regulations.
11. Adhering to the Safeguarding Operating Standards and undertake any appropriate training requirements as determined by The Football Association.

**Membership**

The Board shall comprise of a maximum of 10 members but not less than 3 as per the articles of the Association.

Kind regards

**Elaine Oram**

**Chief Executive**



**Guidance on how to apply**

If you are interested in applying to be a member of the County Association Board of Directors, please complete the application form and return it by email or post, marked Private & Confidential, along with your current CV to:

Mrs Elaine Oram

Chief Executive Officer

Nottinghamshire County FA

Unit 6b,Chetwynd Business Park

Chilwell

Nottingham

NG9 6RZ

The appointments are on a voluntary basis although travel and out of pocket expenses will be paid in line with the County FA expenses policy.

If you require more information about the role or need assistance with your application, please do not hesitate to contact Elaine on 0115 983 7400. Conversations will be both informal and confidential.

Please note that all applications must be received by **5pm Friday 19th October 2018**.

A selection panel will meet following this date to shortlist applicants. We will be then in touch with shortlisted candidates to provide further information.



**Role Profile**

**Purpose**

Affecting the direction of the business affairs of the Company through membership of the Board of Directors of the Nottinghamshire Football Association.

**Essential Skills and Experience for the Role**

You will be required to:

* Actively participate in the strategic management of the Company
* Demonstrate relevant knowledge in a specific area of the business
* Develop and maintain an effective corporate governance structure
* Demonstrate an understanding of and commitment to Equality, Diversity and Inclusion
* Monitor the financial affairs of the Association

**Desirable Skills and Experience for the Role**

It would be advantageous for you to:

* Have an understanding of grassroots football
* Bring a level of experience from a business environment
* Have a sound understanding of the volunteer/professional relationship and how this impacts the Association
* Have the ability to understand financial accounts and budgeting
* Use appropriate knowledge and experience to make informed decisions to the benefit of the organisation

**Essential and Desirable Person Skills and Experience**

You will be required to:

* Communicate effectively and confidently, both in written form and verbally
* Have a positive attitude towards the requirements of the role
* Manage confidential information sensitively
* Work positively as part of a team
* Act in a professional manner as a representative of the County FA
* Conduct meetings and work outside of normal working hours where required

**Application Form**

**Section 1 – Personal Details**

|  |  |
| --- | --- |
| Full Name |  |
| Address  |  |
| Postcode |  |
| Date of Birth  |  |
| Email Address |  |
| Contact Tel (Home) |  |
| Contact Tel (Mobile) |  |
| Occupation |  |
| Driving Licence | Yes / No (delete as appropriate) |

**Section 2 – Relevant Experience**

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| --- | --- | --- |
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| **Please give brief bullet points of all experience relevant to the role, include details of any voluntary and paid experience, and how you meet the requirements of the person and role specification**  |

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**Section 3 – Reasons for applying**

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| **Please give brief bullet points of why you would like to become part of the Board of Directors of The Nottinghamshire County FA** (Please feel free to relate this to your career, hobbies, aspirations and philosophy)  |

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**Section 4 – Signed declaration**

I confirm that to the best of my knowledge and understanding that the information on this form is correct and accurate.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed |  | Date  |  |

Please send your completed application form to Elaine Oram by email to **elaine.oram@nottinghamshirefa.com**

Alternatively you can send your application by post marked **Strictly Private & Confidential** to Mrs Elaine Oram at:

**Nottinghamshire County FA, Unit 6b, Chetwynd Business Park, Chilwell, Nottingham, NG9 6RZ**

**Closing date for applications is 5pm on Friday 19th October 2018.**

Thank you for the interest you have shown and for taking the time to complete this application form.