**ARMY FOOTBALL ASSOCIATION**

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| **Role Title** | Vice Chair of the Board of Trustees |
| **Reports to** | Accountable to the Membership of The Army Football Association  |

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| **Role Purpose** |
| The Vice Chair is responsible for supporting the Chair to provide vision and direction to the Management Board (which is also a charitable Board of Trustees) ensuring their effectiveness, and supporting the delivery of the Football business, including the production and ownership of a Charter and Management Plan and ensuring their deliveryThe Vice Chair also has Executive/Secretariat priorities which may vary, year on year. In conjunction with the Army FA Secretary, the vice Chair will ensure good governance of the Army FA office, with particular reference to finance and assurance.The Vice Chair is also the Lead for the development of an engagement plan (to include social media) for the Army FA, to include football’s wider contribution to the Army and beyond.The Vice Chair is also responsible for the development of an MS matrix for Trustee’s and principal volunteers.He or she will act as an ambassador for the Association. |
| **Direct Reports** | (reports to the Chair) |

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| **Location** | Army Football Association, Mackenzie Building, Fox Lines, Queens Avenue Aldershot. Hants GU11 2LB  |
| **Estimated time commitment to fulfil the role** | The role requires a commitment to attend 4 Board meetings a year. Meetings are normally held Quarterly in Aldershot and normally last in the region of 3 hours. The Chair may also be required to attend General Meetings, other events (Football Fixtures) held within the County, and Conferences held by the Football Association (FA). This voluntary role takes up on average ½ a day per fortnight and can peak to 2 days per week at the height of the season.   |
| **Remuneration or Expenses** | Financial remuneration, is in accordance with JSP 752 Chapter 4, Section 2. Travel and accommodation to FA events where The FA has agreed to reimburse County FA. Expenses will be paid in line with the current CFA Expense Policy issued by The FA. |

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| **Responsibilities** |
| * To serve as a Trustee of the Association and to lead the Board in setting the strategy of the Association.
* To execute the responsibilities of a Company Director in accordance with the Companies Act (2006) and other relevant legislation including the Charity.
* To ensure that the Board maintains and demonstrates a clear division between the Board’s management and oversight role and the executive’s operational role.
* To support the Board in the approval of the in year and long term financial plans and ensure sufficient time is allowed, to inform the ASCB bidding process for the allocation of non-public funds.
* In consultation with the Secretary and Chair to set the agenda for each Board meeting.
* To deputise for the Chair at Board meetings (if required)
* Progress potential sponsorship opportunities in accordance with the guidance set out in the Army Sport Sponsorship Directive.
* To set an example in the values and behaviours adopted, acting at all times in line with the Code of Conduct agreed by the Board.
* To monitor the delivery of the strategic plan and objectives of the Association. Promoting Football within the Army ensuring its efficient administration and organisation within the direction and guidance set out within, JSP 660 and AGAI Chapter 1, Part 5 - Sport
* To undertake and maintain evaluation records of the Board’s skills and performance and of individual directors, and that of its committees.
* To use evaluation findings to develop the skills and effectiveness of the Board.
* To review, with the Secretary, any issues of concern to the Board including the wellbeing of staff and the wider workforce of the Association.
* To act as an Ambassador and represent the Association at internal and external meetings and functions.
* To serve as an ex officio member of all committees.
* To perform other responsibilities as assigned by the Board.
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| **Person Specification** |
| **Qualifications** |
| **Essential**  A strong passion for - and knowledge of - football with a desire to continuously improve The Soldiers’ Game | **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*** Working with Board skills audits
* Financial and charitable experience
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| **Knowledge** |
| **Essential*** Knowledge and understanding of the responsibilities of a Board Trustee.
* 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 Army Football Associations.
* A sound understanding of the volunteer/professional relationship and how this can best work to support the work of the Association.
* An understanding of and commitment to equality, diversity and inclusion.
* Effective use of digital communication including email and the internet
 | **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
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| **Enhanced CRC Check Required** | YES  |
| **Check Companies House Disqualified Directors Register?** | YES |
| **Clean Full Driving Licence** | N/A  |

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| **The Role Holder will be expected to understand and work in accordance with Army values and standards**  |
| **Army 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
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| 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 Army FA standards at all times
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| INCLUSIVE | **Champions end 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
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| 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
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| 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
* Challenges others to go further and achieve more
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| **Role Profile agreed by the Board of Army Football Association and signed on behalf of the Board by the Chair** | **Name** | **Signature** |
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| **Date Role Profile agreed by the Board** |  |
| **Role Profile signed by role holder** | **Name** | **Signature** |
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| **Date Role Profile signed by role holder** |  |  |