



**ENGLAND
FOOTBALL**

JOB DESCRIPTION AND PERSON SPECIFICATION

CHAIR OF THE BOARD OF DIRECTORS

Connecting People. Changing Lives.

ROLE PROFILE

Job Title	Chair of the Board of Directors
Reports to	Accountable to the Membership of Berks & Bucks FA
Role Purpose	<ul style="list-style-type: none"> To be responsible for the leadership of the Board of Directors and is accountable to the Membership of Berks & Bucks Football 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	Chief Executive Officer
Location	The post will work remotely at the discretion of the post holder. The post holder will be required to attend meetings and work from the office as and when agreed.
Estimated time commitment to fulfil the role	<p>The role requires a commitment to attend Board meetings (currently 6 meeting per year.) Meetings are normally held at the office or remotely as the situation allows and normally last 2 hours.</p> <p>The Chair is also required to attend General Meetings, FA Events and other ad hoc events held, as required, within the County. The initial term is 3 years, at which point, the incumbent will be invited to apply again for the position up to a maximum of 3 terms of 3 years.</p>
Remuneration or Expenses	<p>Reasonable Expenses will be paid for County FA related business, in line with the current Expenses Policy of Berks & Bucks FA.</p> <p>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.</p>

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) and other relevant legislation.
- 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.
- 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.

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
- 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
- Recruitment and selection skills

KNOWLEDGE AND EXPERIENCE

ESSENTIAL

- Understanding of how to apply Principles of inclusive practice
- Knowledge and understanding of the responsibilities of a Board Director
- 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
- An understanding of and commitment to equality, diversity and inclusion
- Effective use of digital communication including email and the internet

DESIRABLE

- Knowledge and understanding of the Companies Act (2006)
- Knowledge of other key areas of legislation including Health and Safety, Employment, GDPR, Bribery and anti-corruption, whistleblowing, and Taxation
- Experience of identifying and managing organisational performance.
- Knowledge of the County FA Governance Code
- Thorough knowledge and understanding of the Safeguarding Requirements for the Association
- Up to date and thorough knowledge of Grassroots Football and the role of the Association in its governance
- Thorough knowledge of the Articles of Association and their application

ENHANCED DBS CHECK REQUIRED?

Yes

CHECK COMPANIES HOUSE DISQUALIFIED DIRECTORS REGISTER?

Yes

CLEAN FULL DRIVING LICENCE?

Yes

The job holder will be expected to understand and work in accordance with the values and behaviours described below

CFA VALUE	BEHAVIOURS
PROGRESSIVE	Embraces new thinking in pursuit of continuous improvement: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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.
INSPIRED	The very best outcome achieved by sustained excellence in performance: <ul style="list-style-type: none"> • 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.
TRUSTED	Tenacious and accountable. Serving the whole game and doing the right thing: <ul style="list-style-type: none"> • Seeks to achieve the highest levels of performance at all times. • Persistent to achieve a standard that others consider impossible. • Challenges others to go further and achieve more.

JOB DESCRIPTION REVIEWED AND MODIFIED BY:	Liz Verrall
DATE JOB DESCRIPTION REVIEWED AND MODIFIED:	
JOB DESCRIPTION AUTHORISED BY:	

One copy to be retained by the job holder, one signed copy to be stored confidentially by the employer.