



# Dorset FA Independent Non-Executive Director Application Pack 2021

Developing and Administering County Football for All



# Independent Non-Executive Directors Application Pack 2021



## INTRODUCTION

Thank you for your interest in applying for a role as an Independent Non-Executive Director at Dorset FA. Dorset FA was founded in 1887 and became a Company Limited by Guarantee in 1999. We are committed to ensuring the future development of football within Dorset. With over 800 teams competing in a variety of leagues, cup competitions and tournaments across Dorset more than ever before, and with the development of officiating, coaching and volunteer pathways there are plenty of opportunities to get involved.

## VISION

To be recognised by our Customers as a governing body which develops and administers football with professionalism and integrity to create a safe and inclusive environment in Dorset for all who wish to participate.

“Develop and Administer County Football for All”

You can download a copy of our current strategy using the link below:

<https://www.dorsetfa.com/about/governance>

Whether you are a lifelong football enthusiast, player, volunteer, coach or a corporate professional looking to volunteer your expertise, we are committed to creating a Board which has diverse skills, experience and backgrounds that can add value to the game.

We are running an open recruitment process to attract and recruit the best person(s) for the role. In this pack you will find details of the skills and experience we are looking for, our organisational values and the process for applying. We are particularly interested in candidates who have knowledge and experience in the following areas:

- Estates & Property
- Marketing & Communications

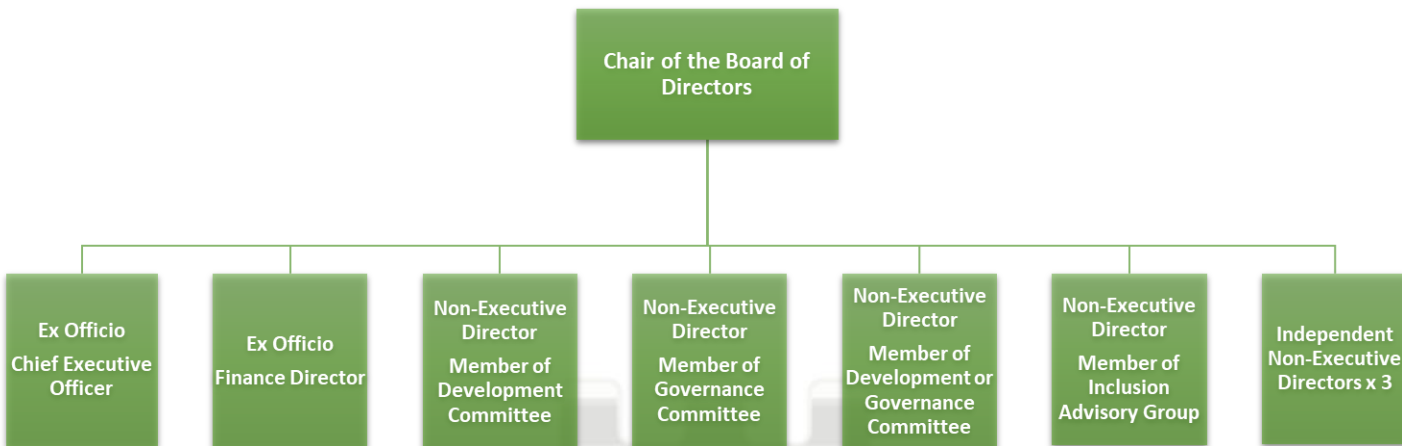
If you have any questions, please contact [Sue.Hough@dorsetfa.com](mailto:Sue.Hough@dorsetfa.com), our CEO.

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## OUR BOARD STRUCTURE

The Board of Directors will ensure Dorset County Football Association (DCFA) is effectively and efficiently run, with appropriate oversight and governance, in line with The FA’s Code of Governance for County Football Associations.



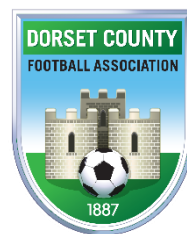
## BOARD ROLE OVERVIEW

DCFA Board Role Overview	Act as leaders to <b>Develop, Govern and Support</b> grassroots football for all in Dorset
	Monitor and Evaluate DCFA’s <b>strategic direction, objectives, missions, plans and values</b>
	Ensure that the <b>Financial and Human Resources</b> are in place for DCFA to meet its objectives
	Provide <b>Effective Controls</b> which enables risks to be understood, assessed and managed
	Provide monitoring and evaluation of success through effective <b>Performance Management</b>
	Ensure that DCFA’s obligations to its <b>Association Members</b> and others are understood and met

## COMMITMENT

The term of appointment is for 3 years. Existing Directors may seek reappointment and there is a limit of 3 terms of 3 years. Board Directors are expected to commit a minimum of 8 hours per month. This includes attending monthly Board Meetings as well as being asked to lead and/or sit on Committee Meetings. All Board Directors will be required to attend induction training and regular safeguarding and equality training.

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## BOARD MEMBER KEY ACCOUNTABILITIES

All Directors will hold collective responsibility for ensuring the DCFA Board is efficient and effective. The following accountabilities apply to all Board Members.

Board Accountabilities: All Board Members		<b>All Board Members</b>
	<b>Strategic</b>	<ul style="list-style-type: none"> <li>• Serve as a Director of the Company and to actively participate in its strategic management.</li> <li>• Execute the responsibilities of a Company Director in accordance with the Companies Act (2006) and other relevant legislation.</li> <li>• Safeguard the interests of the Membership and stakeholders of the Association.</li> <li>• Establish clear objectives to deliver the agreed strategy and business plan and regularly review performance against those objectives.</li> <li>• Constructively check, challenge, review and support the development of DCFA's strategy and performance against objectives</li> </ul>
	<b>Ambassador</b>	<ul style="list-style-type: none"> <li>• Be a positive ambassador for Football in Dorset, representing DCFA</li> <li>• Act as a positive voice for the work of DCFA</li> <li>• Seek to expand public awareness of the work of DCFA</li> </ul>
	<b>Performance</b>	<ul style="list-style-type: none"> <li>• Monitor, review and evaluate organisational performance against agreed objectives</li> <li>• Ensure efficient and effective corporate governance</li> <li>• Contribute to constructive debate on all Board matters.</li> <li>• Promote equality of opportunity throughout the Association.</li> <li>• Perform other responsibilities as assigned by the Board.</li> </ul>
	<b>Finance &amp; Risk</b>	<ul style="list-style-type: none"> <li>• Oversee the management of risk to the Association, including matters of Health and Safety.</li> <li>• Monitor the financial affairs of the Association to ensure the effective use of financial and other resources.</li> <li>• Ensure systems of risk management and controls are in place</li> <li>• Approve annual operating and capital expenditure budgets</li> </ul>
	<b>People</b>	<ul style="list-style-type: none"> <li>• Ensure appropriate levels of resources to deliver the strategy</li> <li>• Use expertise, time and connections to support staff</li> </ul>
	<b>Football</b>	<ul style="list-style-type: none"> <li>• Act in the best interests of Football in Dorset</li> <li>• Continually seek to improve the football experience for all</li> </ul>

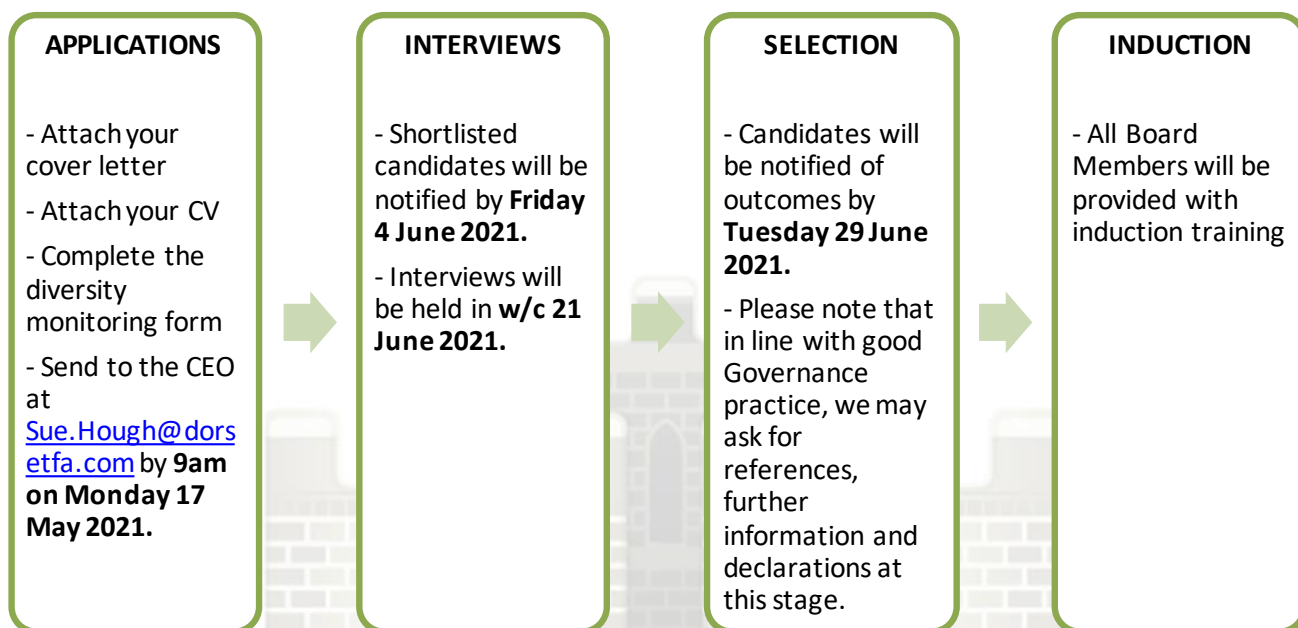
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## APPLICATION PROCESS

All we require from you at this stage is:

- A Cover letter detailing why you wish to apply and why you are suitable
- A copy of your CV
- Diversity Monitoring Form - <https://forms.gle/9xdG84dRYmKvUaUy6>

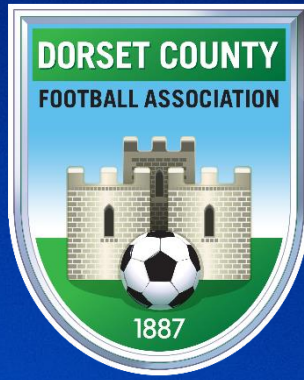


## AVAILABLE ROLES AND FURTHER INFORMATION

There are two Independent Non-Executive Director positions available on the DCFA Board through this open recruitment process. We are also recruiting for the Chair of the Board of Directors and the Chair of the Inclusion Advisory Group, please see our vacancies page for more information <https://www.dorsetfa.com/about/vacancies>

For an informal discussion regarding any of these positions please contact our CEO, Sue Hough, on [Sue.Hough@dorsetfa.com](mailto:Sue.Hough@dorsetfa.com).

We pride ourselves on the increasing diversity of our Board. We encourage applications from the widest range of backgrounds, particularly where there is often under-representation.



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