



**FOR ALL**

## Herefordshire Football Association Chair of the Board of Directors Role Profile

<b>Job title</b>	Chair of the board of Directors
<b>Reports to</b>	Accountable to the Membership of Herefordshire Football Association

<b>Role Purpose</b>	
<ul style="list-style-type: none"><li>• To be responsible for the leadership of the Board of Directors and is accountable to the Membership of Herefordshire 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.</li><li>• 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.</li><li>• To act as an ambassador for the Association.</li><li>• 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.</li></ul>	
<b>Direct reports</b>	CEO

<b>Location</b>	The Herefordshire FA Offices, SSAFA County Ground, Widemarsh Common, Hereford, HR4 9NA and possible additional travel to FA offices and occasional overnight stays.
<b>Estimated time commitment to fulfil the role</b>	<p>The role requires a commitment to attend 8 Board meetings a year. Meetings are normally held at The Herefordshire FA Offices and normally last in the region of 2 hours.</p> <p>The Chair is also required to attend General Meetings and other ad hoc events such as County Cup Finals held within the County.</p>
<b>Remuneration or Expenses</b>	<p>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 Herefordshire 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.

<b>Person specification</b>	
<b>Qualifications</b>	
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>No specific qualifications are essential to perform this role of Chair.</li> <li>However, where the Chair performs a specific function on the Board in addition to Chair, qualifications may be required.</li> </ul>	<p><b>Desirable</b></p>
<b>Skills</b>	
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>Strategic leadership and management skills.</li> <li>The ability to facilitate a positive Board culture, and in particular the relationship between the Board and the executive workforce.</li> <li>Decision-making skills. The appropriate use of knowledge and experience to make informed decisions to the benefit of the organisation.</li> <li>Excellent interpersonal skills including rapport-building, active-listening and incisive questioning.</li> <li>Recruitment and selection skills.</li> <li>The ability to form productive relationships both internally and externally and strategic partnerships for the benefit of the Association.</li> </ul>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>Performance management and conducting appraisals (in relation to the management of CEO).</li> <li>Business coaching and mentoring.</li> <li>Working with Board skills audits.</li> </ul>
<b>Knowledge and experience</b>	
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Knowledge and understanding of the responsibilities of a Board Director.</li> <li>Knowledge and understanding of the Companies Act (2006).</li> <li>Thorough knowledge and understanding of the Safeguarding Requirements for the Association.</li> <li>Thorough knowledge of the Articles of Association and their application.</li> <li>Up to date and thorough knowledge of Grassroots Football and the role of the Association in its governance.</li> </ul>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>Knowledge of other key areas of legislation including Health and Safety, Employment, GDPR, Bribery and anti-corruption, whistleblowing and Taxation.</li> <li>Risk management.</li> <li>Customer experience and engagement.</li> <li>Succession planning.</li> </ul>

<ul style="list-style-type: none"> <li>• Knowledge of the County FA Governance Code.</li> <li>• Understanding of how to apply Principles of inclusive practice.</li> <li>• Knowledge and understand of financial accounts, management accounts and budgeting.</li> <li>• An understanding of The FA National Game Strategy and how this affects the work of the County Football Associations.</li> <li>• A sound understanding of the volunteer/professional relationship and how this can best work to support the work of the Association.</li> <li>• An understanding of and commitment to equality, diversity and inclusion.</li> <li>• Effective use of digital communication including email and the internet.</li> </ul>	
<b>Enhanced DBS Check required?</b>	YES
<b>Check required on Companies House disqualified directors' register?</b>	YES
<b>Clean, full driving licence?</b>	YES

<b>The job holder will be expected to understand and work in accordance with the values described below</b>	
<ul style="list-style-type: none"> <li>• We are Welcoming</li> <li>• We act with Integrity</li> <li>• We are Open</li> <li>• We strive for Excellence</li> <li>• We are Progressive</li> </ul>	

<b>Job description reviewed and modified by:</b>	Steve Willmot, Chair
<b>Date job description reviewed and modified:</b>	1 <sup>st</sup> November 2024
<b>Job description authorised by:</b>	Steve Willmot, Chair

<b>Signed by job holder (on appointment):</b>	
<b>Date signed:</b>	

One copy to be retained by the role holder, one signed copy to be stored confidentially by HFA.