

# IOM FA Chair of the Board Role Profile



<b>Role Title</b>	Chair of the Board of Directors
<b>Reports to</b>	Accountable to the Membership of IOMFA

<b>Role Purpose</b>	
<ul style="list-style-type: none"> <li>o To be responsible for the leadership of the Board of Directors and is accountable to the Membership of the Isle of Man 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>o 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>o To act as an ambassador for the Association.</li> <li>o 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, Finance Director and Company Secretary reports to the Chair

<b>Location</b>	The Bowl, Isle of Man FA Headquarters
<b>Estimated time commitment to fulfil the role</b>	<p>The post requires the following commitments in addition to those required to perform the functions of the role:</p> <ul style="list-style-type: none"> <li>o To attend Board meetings throughout the year. Meetings are normally held on Monday evening at Isle of Man FA headquarters normally last in the region of 2 hours.</li> <li>o To attend General Meetings of the Association.</li> </ul> <p>To be available to meet with the CEO and the Chair on a regular basis and to meet with the Association's accountants and auditors from time to time as the role requires.</p>
<b>Remuneration or Expenses</b>	<p>This is a voluntary role and therefore there is no remuneration</p> <p>County FA Expenses will be paid in line with the current Expense Policy of the Association</p> <p>Travel and accommodation to FA events where The FA has agreed to reimburse FA Expenses will be paid in line with the current FA Expense Policy issued by The FA.</p>

## Responsibilities

- o Serve as a Director of the Association and to lead the Board in setting the strategy of the Association.
- o To execute the responsibilities of Company Directors in accordance with the Isle of Man Companies Act (2006) and other relevant legislation.
- o a clear division between the Board's management and oversight role and the executive's operational role.
- o Lead the Board in the approval of the long-term financial plan and annual budget.
- o Set the agenda for each Board meeting in consultation with the CEO.
- o 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.
- o Lead the Board in demonstrating transparency and accountability, engaging effectively with stakeholders and nurturing internal democracy.
- o Set an example in the values and behaviours adopted, acting at all times in line with the Code of Conduct agreed by the Board.
- o Monitor the delivery of the strategic plan and objectives of the Association.
- o 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.
- o Use evaluation findings to develop the skills and effectiveness of the Board.
- o Review, with the CEO, any issues of concern to the Board including the wellbeing of staff and the wider workforce of the Association.
- o Manage the performance of the CEO, providing opportunities for coaching and development as required.
- o 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.
- o Act as an ambassador and represent the Association at internal and external meetings and functions.
- o Appoint Chairs to the various committees in consultation with members of the Board.
- o Serve as an ex officio member of all committees.
- o Perform other responsibilities as assigned by the Board.

## Person Specification

### Qualifications

#### Essential

- o No specific qualifications are essential to perform this role of Chair.
- o However, where the Chair performs a specific function on the Board in addition to Chair, qualifications may be required.

#### Desirable

<b>Skills</b>	
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>o 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>o Strategic leadership and management skills.</li> <li>o The ability to facilitate a positive Board culture, and in particular the relationship between the Board and the executive workforce.</li> <li>o Decision-making skills. The appropriate use of knowledge and experience to make informed decisions to the benefit of the organisation.</li> <li>o Excellent interpersonal skills including rapport-building, active-listening and incisive questioning.</li> <li>o Recruitment and selection skills.</li> <li>o 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>o Performance management and conducting appraisals (in relation to the management of CEO).</li> <li>o Business coaching and mentoring.</li> <li>o Working with Board skills audits.</li> </ul>
<b>Knowledge</b>	
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>o Knowledge and understanding of the responsibilities of a Board Director.</li> <li>o Knowledge and understanding of the Isle of Man Companies Act (2006) and other relevant legislation.</li> <li>o Thorough knowledge and understanding of the Safeguarding Requirements for the Association.</li> <li>o Thorough knowledge of the Articles of Association and their application.</li> <li>o Up to date and thorough knowledge of Grassroots Football and the role of the Association in its governance.</li> <li>o Knowledge of the County FA Governance Code.</li> <li>o Understanding of how to apply Principles of inclusive practice.</li> <li>o Knowledge and understand of financial accounts, management accounts and budgeting.</li> <li>o An understanding of The FA National Game Strategy and how this affects the work of the County Football Associations.</li> </ul>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>o Knowledge of other key areas of legislation including Health and Safety, Employment, GDPR, Bribery and anti-corruption, whistleblowing and Taxation.</li> <li>o Risk management.</li> <li>o Customer experience and engagement.</li> <li>o Succession planning.</li> </ul>

<ul style="list-style-type: none"> <li>o A sound understanding of the volunteer/ professional relationship and how this can best work to support the work of the Association.</li> <li>o An understanding of and commitment to equality, diversity and inclusion.</li> <li>o Effective use of digital communication including email and the internet.</li> </ul>	
<b>Enhanced DBS Check required?</b>	YES
<b>Check Companies House Disqualified Directors' Register?</b>	YES
<b>Clean full driving licence?</b>	No

**The Role Holder will be expected to understand and work in accordance with the values and behaviours described below.**

**The values below are those of The FA. If the County FA has a variation of these values, they should be inserted below.**

<b>FA Value</b>	<b>Behaviours</b>
<b>PROGRESSIVE</b>	<p><b>Embraces new thinking in pursuit of continuous improvement</b></p> <ul style="list-style-type: none"> <li>o Identifies the need for, and actions change in direction, practice, policy or procedure.</li> <li>o Questions the way things are done and takes informed risks.</li> <li>o Continuously seeks to improve efficiency and performance.</li> </ul>
<b>RESPECTFUL</b>	<p><b>Sets the standards for respectful behaviour across the game</b></p> <ul style="list-style-type: none"> <li>o Maintains people's self-esteem when interacting with them.</li> <li>o Avoids pre-judgement when listening to suggestions from others.</li> <li>o Seizes the opportunity to apply FA standards at all times.</li> </ul>
<b>INCLUSIVE</b>	<p><b>Champions and ensures that football is, and will remain, a game for everyone</b></p> <ul style="list-style-type: none"> <li>o Openly collaborates with colleagues and partners in the game.</li> <li>o Provides equal opportunity to people of different backgrounds, experience and perspective.</li> <li>o Seeks out and embraces new ways of thinking and working.</li> </ul>
<b>DETERMINED</b>	<p><b>Tenacious and accountable. Serving the whole game and doing the right thing</b></p> <ul style="list-style-type: none"> <li>o Works relentlessly to overcome roadblocks or obstacles to achieve the goal.</li> <li>o Remains focused on seeing agreed goals through to completion taking pride in their work.</li> <li>o Maintains motivation for their team and themselves.</li> </ul>

<b>EXCELLENT</b>	<p><b>The very best outcome achieved by sustained excellence in performance</b></p> <ul style="list-style-type: none"> <li>o Seeks to achieve the highest levels of performance at all times.</li> <li>o Can be persistent to achieve a standard that others consider impossible.</li> <li>o Challenges others to go further and achieve more.</li> </ul>
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<b>Role Profile agreed by the Board of Isle of Man FA and signed on behalf of the Board by the Chair:</b>	<b>Name</b>	<b>Signature</b>
<b>Date Role Profile agreed by the Board:</b>	<i>[insert date]</i>	
<b>Role Profile signed by role holder:</b>	<b>Name</b>	<b>Signature</b>
<b>Date Role Profile signed by role holder:</b>	<i>[insert date]</i>	