

# Isle of Man FA Senior Independent Director Role Profile



<b>Role Title</b>	Senior Independent Director
<b>Reports to</b>	Chair of the Board of Directors

<b>Role Purpose</b>	
<ul style="list-style-type: none"> <li>The Senior Independent Director is a non-executive Director appointed by the Board and is the Vice-Chair.</li> <li>Collectively, the Board of Directors of the Isle of Man Football Association Ltd (IOMFA) are required to direct the business affairs of the Association and to determine the vision and strategy, plans, policies and financial investment required to achieve the Association's aims. As such, individually and collectively, the Directors are accountable to the Membership.</li> </ul>	

<b>Location</b>	Board meetings at The Bowl, IOMFA Headquarters and occasional alternative venues
<b>Estimated time commitment to fulfil the role</b>	The role requires a commitment to attend Board meetings throughout the year. Meetings are normally held monthly on Mondays at The Bowl, IOMFA Headquarters and normally last in the region of 2 hours.
<b>Expenses</b>	<p>This is a voluntary role which is not accompanied by any financial remuneration. Expenses will be paid in line with the current Expense Policy of IOMFA.</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>

<b>Responsibilities</b>	
<p><b>General Director Duties</b></p> <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 Isle of Man Companies Act (2006) and other relevant Isle of Man legislation.</li> <li>Safeguard the interests of the Membership and stakeholders of the IOMFA and the Football Association.</li> <li>Establish clear objectives to deliver the agreed strategy and business plan and regularly review performance against those objectives.</li> <li>Ensure the effective implementation of Board decisions by the CEO and staff, holding the CEO to account for the effective management and delivery of the Association's strategic aims and objectives.</li> <li>Set challenging objectives for continuously improved performance.</li> <li>Oversee the management of risk to the Association, including matters of Health and Safety.</li> </ul>	

- Develop and maintain an effective corporate governance structure.
- Monitor the financial affairs of the Association through reports provided by the Finance Director and to ensure the effective use of financial and other resources.
- Contribute to constructive debate on all Board matters.
- Promote equality of opportunity throughout the Association.
- Fully participate in Board induction, training or development and performance monitoring.
- Perform other responsibilities as assigned by the Board.

***Specific Senior Independent Director Duties***

- Be available to the IOMFA staff and volunteers if they have concerns which contact through the usual channels of CEO or Chair has failed to resolve or where it would be inappropriate to use such channels.
- Support the Chair in leading the Board and acting as a sounding Board and source of advice for the Chair.
- Hold a meeting with the other Directors at least once per year in the absence of the Chair as part of the Chair's appraisal process.
- There may be other circumstances where such meetings are appropriate. Examples might include informing the reappointment process for the Chair, where concerns have been expressed regarding the Chair or when the Board is experiencing a period of stress.
- Carry out the appraisal of the Chair.
- Take responsibility for an orderly succession process for the Chair role where a re-appointment or a new appointment is necessary.

**Person Specification**

**Qualifications**

**Essential**

- Proven leadership background
- No formal qualifications are required for the role.

**Desirable**

<b>Skills</b>	
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Strategic leadership and management skills. The ability to develop and monitor organisational strategy.</li> <li>• Decision-making skills. The appropriate use of knowledge and experience to make informed decisions to the benefit of the organisation.</li> <li>• The ability to debate, discuss and challenge in a constructive manner.</li> <li>• Excellent interpersonal skills. The ability to form strong, productive relationships both internally and externally to the benefit of the Association.</li> <li>• An ability to understand financial accounts, management accounts and budgeting.</li> <li>• Access to and ability to use, email and the internet.</li> <li>• Diplomacy and conflict management skills.</li> </ul>	<p><b>Desirable</b></p>
<b>Knowledge</b>	
<p><b>Essential</b></p> <ul style="list-style-type: none"> <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 a commitment to equality in action.</li> <li>• Thorough knowledge and understanding of the Safeguarding Requirements for the I O M F A .</li> <li>• Knowledge, understanding and interest in grassroots sport, particularly football, and other related activities.</li> </ul>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• An understanding of The FA Grassroots Football Strategy and how this affects the work of the County Football Associations.</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.**

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

<b>Role Profile agreed by the Board of IOMFA and signed on behalf of the Board by the Chairperson:</b>	<b>Name</b>	<b>Signature</b>
<b>Date Role Profile agreed by the Board:</b>		
<b>Role Profile signed by role holder:</b>	<b>Name</b>	<b>Signature</b>
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