**Lancashire Football Association Limited**

**Role Description for a Director of Lancashire Football Association Limited**

Collectively, the Board of Directors of Lancashire Football Association Limited are required to direct the business affairs of the Association. Determining the vision and strategy and the plans, policies and financial investment required to achieve the Associations’ aims. As such, individually and collectively, the directors are accountable to the membership. Directors are elected by the membership for a term of 3 years, after which time they are eligible for re-election. The post requires a commitment to attend Board meetings as and when required. Meetings are normally held at the County Office.

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| The role of a director includes the following responsibilities:   * To serve as a Director of the Company and to actively participate in its strategic management * To execute the responsibilities of a Company Director in accordance with the Companies Act (2006) and other relevant legislation * To safeguard the interests of the Membership and stakeholders of the Association * To Establish clear objectives to deliver the agreed strategy and business plan and regularly review performance against those objectives * To ensure the effective implementation of Board decisions by the CEO and staff, holding the Chief Executive to account for the effective management and delivery of the Association’s strategic aims and objectives * To set challenging objectives for continuously improved performance * To oversee the management of risk to the Association, including matters of Health and Safety * To develop and maintain an effective corporate governance structure * To 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 * To contribute to constructive debate on all Board matters * To promote equality of opportunity throughout the Association * To fully participate in Board induction, training or development and performance monitoring * To perform other responsibilities as assigned by the Board |

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| In order to perform the role, a director will need the following skills, knowledge and experience. The following skills, knowledge and experience are required for all Directors of the Association:   * Strategic leadership and management skills. The ability to develop and monitor organisational strategy * Decision making skills. The appropriate use of knowledge and experience to make informed decisions to the benefit of the organisation * The ability to debate, discuss and challenge in a constructive manner * Excellent interpersonal skills. The ability to form strong, productive relationships both internally and externally to the benefit of the Association * An ability to understand 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 * A sound understanding of the volunteer/professional relationship and how this can best work to support the work of the Association * An understanding of and a commitment to Equality in Action * Knowledge, understanding and interest in grassroots sport, particularly football, and other related activities * Access to and ability to use email and the internet |

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| **Job Title: Director of Lancashire FA** | **Reporting to: BOARD OF DIRECTORS; CHAIRPERSON** |

**Director of Lancashire FA: General Role Scope & Purpose:**

* To ensure that all activities of Lancashire FA comply with the Memorandum and Articles of Association, Company Law and all other legal requirements
* To devise an appropriate and achievable strategic plan which will ensure secure and sustainable growth and development within the memorandum and articles of association
* As part of the Board of Directors to set goals and objectives, monitor progress and ensure that contingency plans are made in the event of slippage from the plan
* As part of the strategic plan to set appropriate Key Performance Indicators of all aspects of the activity of Lancashire FA
* To develop the business activities of Lancashire FA so that it becomes less reliant on FA / Government funding whilst balancing the financial requirements with the needs of the stakeholders
* To develop, promote and act in accordance with the Vision and Values of the organisation
* To develop, promote and act in accordance with a positive culture suitable for delivering the strategic plan and supporting the Memorandum and Articles of Association
* To ensure that the activities of Lancashire FA works within the guidance of the Football Association
* To ensure that a corporate financial plan has been developed and is maintained in accordance with strategic plans
* To closely monitor the operating and financial results against plans and budgets agreed by the board.
* To ensure the effective implementation of Board decisions by the CEO and staff, holding the Chief Executives to account for the effective management and delivery of the Association’s strategic aims and objectives
* To identify, manage and mitigate risk
* To monitor company solvency
* To act at all times in the best interests of Lancashire FA
* To bring any legitimate concerns to the Chief Executive Office and/or the Chair of the Board of Directors as appropriate
* To be involved as appropriate in the generation of policies and the on-going monitoring of their implementation
* To develop and keep up to date a Disaster Recovery Plan to reduce risk to Lancashire FA and its activities
* To receive reports from the Chief Executive Officer and act accordingly
* To keep abreast of the environment within which Lancashire FA operates and bring to the notice of the Board any trends which may affect it
* To act at all times with due diligence and in a confidential manner acting in an entirely non-discriminatory manner
* To ensure that the administration of discipline and misconduct hearings are efficient and effective and are at all times in line with FA governance
* To assist the Chair of the Board of the Directors and the Chief Executive in the appropriate discharge of their duties
* To receive board reports from Chief Executive and senior staff members and take action accordingly
* To provide specialist advice to the Chair of the Board of Directors and the Chief Executive as appropriate

Specific Areas of responsibility may be assigned to individual Directors ………

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| **Director Reporting to:**   * Chair of the Board of Directors |
| **Reporting Into the Director *:***   * Chief Executive * Staff members on the basis on project work |

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| Key Skills and Experience Required: Essential  * Understanding of the role of the Board of Directors and individual Director of a ‘not for profit’ organisation * Experience of working at a senior role within an organisation * Ability to chair meetings effectively * Effective communication skills including verbal, written and presentation skills * Active listening skills * Ability to write objective, factual reports and make recommendations based on the evaluation of evidence * Able to develop effective relationships with people at all levels within LFA and external to it , interacting at the appropriate level * Negotiation skills (with staff and within a business context) including the ability to deal appropriately with conflict * Willingness to challenge peers and staff appropriately * Experience of strategic planning and in delivering significant areas of a strategic plan * Effective risk management * Ability to understand business accounts at an appropriate level (P&L, budgeting, financial reporting, resource management etc) * Proven ability to solve problems and make decisions in a timely manner in line with the strategy of the organisation * Proven leadership abilities * Ability to decide priorities for LFA and act accordingly * Ability to cope with and manage change at pace appropriately * Evaluating board performance * Ability and willingness to accept responsibility * Competent in the full range of IT particularly Microsoft Office programmes * Commitment to personal and professional development in self, staff. Volunteers and other board members * Understanding of and commitment to the highest levels of customer service balanced with the needs of the organisation * Ability to give and receive evidenced feedback * Performance evaluation of organisation and individuals within it * A sound understanding of the volunteer / professional relationship and how this can be leveraged to support the work of the organisation * A commitment to Equality in Action | **Key Skills And Experience Required: Desirable**   * FA & LFA Personnel interaction including written, personal and e-mail contact.   + - Football club playing & committee management experience.     - League management committee experience. * Time Management meeting skills. * Understanding of the Education and Training Network * Worked or have experience of developing High level strategy and partnerships in facility and investment. |