

Leicestershire & Rutland County FA

Chair of the Board of Directors

Application Pack





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1. The Role

LRCFA is inviting applications to join the Board of Directors as the Chair of the Board of Director. We are looking for individuals with skills and experience who have a passion for developing grassroots football in Leicestershire & Rutland.

The LRCFA Board will consist of new directors from July 2021 and the Chair will need to harness their skills and expertise, form a unified board, oversee the creation of a strategic plan for 2021-24 and ensure connectivity with LRCFA Staff, Council and stakeholders.

Reports to:	Accountable to the Membership of Leicestershire & Rutland County FA.
Direct Reports:	Chief Executive Officer reports to the Chair of the Board of Directors.

What can we offer?

- An exciting opportunity to be part of a forward-thinking progressing business.
- To work with key stakeholders within grassroots and the professional game.
- Access and commitment to personal development and training opportunities.

2. About Leicestershire & Rutland County FA

LRCFA is the governing body for football in Leicestershire & Rutland. We are responsible for leading and serving the game at the amateur level, a sector widely referred to as 'Grassroots' football.



LRCFA is committed to making the game of football as safe and enjoyable as possible for all those involved. LRCFA works closely with The FA, the game's Governing Body, in order to ensure that safety standards are met.

LRCFA Mission	<i>Working for the benefit of our members and the whole community by delivering the highest standards of service for football in Leicestershire and Rutland.</i>
LRCFA Vision	<i>To get as many people playing football in the best possible environment.</i>
LRCFA Values	<i>Progressive Respectful Inclusive Determined Excellence</i>

3. Volunteering as a Board Director

LRCFA is committed to robust corporate governance and is working towards compliance with The FA's Code of Governance for County FA's. The Chair of the Board of Directors is a volunteer role in which you will be expected to Chair Board meetings, with the assistance of the Senior Independent Director and the CEO collaborate with Board Directors, Staff, LRCFA Council and other stakeholders in the strategic development of the organisation.

Location	Meetings are usually held at the LRCFA Headquarters – Holmes Park, Dog & Gun Lane, Whetstone, Leicestershire LE8 6FA. Meetings are currently taking place via Microsoft Teams.
Estimated time commitment to fulfil the role	The role requires a commitment to attend 12 LRCFA Board meetings a year. The Chair is also required to attend 4 x LRCFA Council Meeting's per year and other ad hoc events held within the County.
Remuneration or Expenses	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 Leicestershire & Rutland County FA. 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.
Term Length	Appointment will be for a term of three years, after which applicants are eligible for reappointment for a maximum of two further terms, a total of 9 years.



4. Role Profile

Role purpose:

- To be responsible for the leadership of the Board of Directors and is accountable to the Membership of LRCFA. He or she will be responsible for overseeing the affairs of the LRCFA and for ensuring that the Board meets its obligations and responsibilities to the Association.
- 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.
- To act as an ambassador for the Association.
- 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.

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.



Person Specification

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



DBS Check required	YES
Check Companies House Disqualified Directors Register?	YES
Clean full driving licence?	YES

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

5. How to apply

- Complete the [Online Application Form](#) no later than **Sunday 06th June 2021**. Please note that no applications will be accepted after this time.
- Provide the [Equality and Diversity Monitoring Form](#) and return to Jobs@LeicestershireFA.com. Please note that completing this form is entirely voluntary.
- LRCFA is committed to equality of opportunity for all. We would welcome applications from women, people with Disabilities and Black, Asian and Minority Ethnic Communities as they are currently underrepresented within the organisation



6. Selection Process

- Applicants will be contacted by **Monday 07th June 2021.**
- Interviews will be held via Microsoft Teams on **Tuesday 08th, Wednesday 09th or Friday 11th June 2021.**
- If required, second interviews may be held in order to determine the most suitable candidate for the role.

If you have any queries regarding the role, please contact Kelly Ellis, LRCFA Chief Executive Officer,
Email: Kelly.Ellis@LeicestershireFA.com