



# Independent Non-Executive Director Role Profile

<b>Role Title</b>	Independent Non-Executive Director
<b>Reports to</b>	Chair of the Board of Directors

<b>Role Purpose</b>	
<ul style="list-style-type: none"> <li>Collectively, the Board of Directors of Nottinghamshire Football Association Ltd 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> <li>To support Nottinghamshire Football Association Ltd senior leadership in embedding culture, diversity and inclusion throughout the organization.</li> <li>To be an active board member, providing strategic oversight and to constructively challenge and review the Nottinghamshire Football Association Ltd strategic plan.</li> </ul>	

<b>Location</b>	Office based at Unit 6b, Chetwynd Business Park, Chilwell, Nottingham, NG9 6RZ
<b>Estimated time commitment to fulfil the role</b>	<ul style="list-style-type: none"> <li>The Board meets approximately every 6 – 8 weeks during the evening. Meetings may be in person at the office or by Microsoft teams and usually last in the region of 2-3 hours.</li> </ul>
<b>Remuneration or Expenses</b>	<ul style="list-style-type: none"> <li>This is a voluntary role.</li> <li>Relevant expenses will be paid in line with the current Nottinghamshire Football Association Ltd Expense Policy.</li> <li>Travel and accommodation expenses to FA events where The FA has agreed to reimburse the Association will be paid in line with the current County FA Expense Policy issued by The FA.</li> </ul>

<b>Responsibilities</b>	
<ul style="list-style-type: none"> <li>To serve as a Director of Nottinghamshire Football Association Ltd and to actively participate in its strategic management.</li> <li>To execute the responsibilities of a Company Director in accordance with the Companies Act (2006) and other relevant legislation.</li> <li>To safeguard the assets of the business and the interests of the Membership and stakeholders of the Association.</li> <li>Ongoing involvement in the planning and delivery of the Nottinghamshire FA County Strategy and Business Plan.</li> <li>Ensure the effective implementation of Board decisions by the CEO and staff, providing a supportive role in helping achieve the strategic aims and objectives of the business.</li> </ul>	

- Oversee the management of risk to the Association
- Develop and maintain an effective corporate governance structure including compliance with the FA's Code of Governance for County FA's
- 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.
- 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.

## Person Specification

### Qualifications & Experience

- Business and Corporate Governance experience.
- Company board level experience.
- Experience of delivering positive diversity and inclusion improvements.
- Ability to contribute to the strategic thinking and direction of the Association.

### Skills

- 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.
- Access to and ability to use, email and the internet.

Knowledge	
<p>Essential</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>• Knowledge of the Safeguarding Requirements for the Association.</li> <li>• Interest in grassroots sport and knowledge &amp; understanding of not for profit organisations.</li> </ul>	<p>Desirable</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>
Enhanced DBS Check required?	NO
Check required on 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	
FA Value	Behaviours
<b>INTEGRITY</b>	<p><b>Demonstrates integrity at work:</b></p> <ul style="list-style-type: none"> <li>• Respects other opinions. Honours colleagues, managers and stakeholders opinions and ideas</li> <li>• Reliable and trustworthy</li> <li>• Responsible and accountable for your actions</li> </ul>
<b>COLLABORATIVE</b>	<p><b>Encourages collaborative behaviour:</b></p> <ul style="list-style-type: none"> <li>• Listening and evolving together, helping and supporting each other</li> <li>• Open to and accepting of new ideas</li> <li>• Communicates clearly, actively listens to others, takes responsibility and respects diversity</li> </ul>
<b>INNOVATIVE</b>	<p><b>Practical implementation of ideas resulting in new services and engagement:</b></p> <ul style="list-style-type: none"> <li>• Embraces new thinking in pursuit of continuous improvement</li> <li>• Continuously seeks to improve efficiency and performance</li> <li>• Challenges current practices and applies new ideas, products, processes and procedures</li> </ul>

<b>Role profile reviewed and modified by:</b>	Elaine Oram - CEO
<b>Date Role Profile agreed by the Board:</b>	26 June 2023
<b>Role profile authorised by:</b>	Robin Bourne - Chair of the Board
<b>Signed by role 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 the Association.