



Surrey County FA

Application Pack

Appointments of Chair and Senior Independent Director of the Board of Directors'



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1. About Surrey FA

In March of 1882, Association Football Clubs of the West Surrey Football Association met to decide how the organisation would be established moving forward. Among those present were members of Reigate Priory FC – still running today – and Clapham Rovers, winners of The FA Cup in 1880. This meeting decided to establish the Surrey County Football Association, with the aim of encouraging the development of football within the county. A code of rules to govern the Association was drawn up, and it was decided to start a Challenge Cup competition – which has now expanded to 28 in the current day.

Today, Surrey FA is a registered charity and one of the leading county football associations. We are one of 47 county FA's and part-funded by The FA. We invest £1.3m a year in governing, developing and supporting grassroots football (everything underneath the professional game). We support over 60,000 registered players, 700 clubs and nearly 4,000 teams within 18 affiliated adult, youth, women's and disability leagues.

Our workforce comprises 28 members of staff, 4,000 coaches and 1,000 match officials alongside thousands of dedicated volunteers in clubs, teams and our league network.

Whilst boasting a proud tradition, Surrey FA has arrived at one of its most exciting junctures, as the organisation moved into its new headquarters at Meadowbank Stadium in Dorking in 2018.

The £8m football stadium is a fantastic focal point for grassroots community football and is also home to National League South side, Dorking Wanderers FC. The stadium hosts 69,000 users a year, has a capacity of 3,000 and plays host to our 28 County Cup Finals, and as such provides a new home to the prestigious county cup tournaments that have been running for such a long time.

Over the past ten years, Surrey FA has supported clubs to secure £20m in Football Foundation funding to improve and develop new facilities across the county. The economic and social value of adult grassroots football in Surrey is £410m.

2. Our Vision

To make football in Surrey fully inclusive, safe, sustainable, and fun

Our Mission

Providing excellent service and support to the people and places that make football happen in Surrey

Our Values

Values	Ambitions
Respectful	We recognise everyone's individual experience and perspectives, seeking out and valuing their contribution
Ambitious	We venture into uncharted territories with open minds, being bold in our thinking and brave in our actions
Collaborative	We work together, fuelled by our passion and shared commitment to growing football
Focused	We strive for quality work that enables us to make a lasting impact for the people we serve

Our Governance Structure



#OneTeamTogether

3. The Roles

Surrey FA is inviting applications for the roles of Chair and Senior Independent Director of the Board of Trustees. We are seeking individuals with Board experience who have a passion for the impact sport and in particular, football has to enhance the lives of participants, the workforce and thousands of volunteer administrators across Surrey.

As Chair, you will be responsible for the leadership of the Board of Directors which is accountable to the Membership of Surrey County Football Association (subsequently referred to as ‘the Association’). You will be responsible for overseeing the affairs of the Association and for ensuring that the Board meets its obligations and responsibilities to the Association. You will 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.

The Senior Independent Director is a non-executive Director appointed by the Board. Collectively, the Board of Trustees of Surrey FA 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 Trustees are accountable to the Membership.

These are exciting times for Surrey FA as we are set out our strategy for the next 10 years. The successful candidate will be instrumental in helping the County to deliver this.

	Chair	Senior Independent Director
Reports To:	Membership of the Association	Chair of the Board of Trustees
Direct Report:	Chief Executive Officer	
Time Commitment:	This is a volunteer role and requires a time commitment of approximately 2½ days per month. This includes 6 Board Meetings a year and an AGM/EGM. In addition, there is an expectation that Trustees will also support a Working Group or specific project as well as attend occasional events.	This is a volunteer role and requires a time commitment of approximately 1½ days per month. This includes 6 Board Meetings a year and an AGM/EGM. In addition, there is an expectation that Trustees will also support a Working Group or specific project as well as attend occasional events.
Term:	Fixed three-year term, renewable for a further three, three-year terms.	
Location:	Board Meetings are normally held c. 3 hours on Thursday evenings at Meadowbank or via Zoom.	
Expenses:	Expenses will be paid in line with the current Expense Policy at Surrey 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.	

4. Role Responsibilities and Person Specifications

Specific Chair Duties

- 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.
- Be available to County FA staff and volunteers if they have concerns.
- Support the CEO in leading the Association and acting as a sounding board and source of advice.
- Hold a meeting with the other Directors at least once per year in the absence of the CEO as part of the CEO's appraisal process.
- Carry out the appraisal of the Board of Directors annually.
- Take responsibility for an orderly succession process for the CEO role where a new appointment is necessary.
- 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.
- Lead the Board in demonstrating transparency and accountability, engaging effectively with stakeholders and nurturing internal democracy.
- 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.
- 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.

- Appoint Chairs to the various committees in consultation with members of the Board.
- Serve as an ex officio member of all committees.
- Review, with the CEO, any issues of concern to the Board including the wellbeing of staff and the wider workforce of the Association.

Specific Senior Independent Trustee Duties

- Be available to Surrey FA 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.

General Director Duties

- Serve as a Director of the Association and set the strategy of the Association.
- Execute the responsibilities of a Company Director in accordance with the Companies Act (2006) and other relevant legislation (including the Charities Act 2011).
- Ensure that the Board maintains and demonstrates a clear division between the Board's management and oversight role and the executive's operational role.
- 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.
- Manage the performance of the CEO, providing opportunities for coaching and development as required.
- Act as an ambassador and represent the Association at internal and external meetings and functions.

Perform other responsibilities as assigned by the Board.

Chairperson Specification

Skills & Competences	
Essential <ul style="list-style-type: none"> • Experience as a Director, Trustee or member of a strategic committee in a charity, commercial or public sector context • 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 • Strategic leadership and management skills • The ability to facilitate a positive Board culture, and in particular the relationship between the Board and the executive workforce • Decision-making skills. The appropriate use of knowledge and experience to make informed decisions to the benefit of the organisation • Excellent interpersonal skills including rapport-building, active-listening, and incisive questioning • Recruitment and selection skills • 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"> • Performance management and conducting appraisals (in relation to the management of CEO) • Business coaching and mentoring • Experience working with Board skills audits
Knowledge	
Essential <ul style="list-style-type: none"> • Knowledge and understanding of the responsibilities of a Board Director • Knowledge and understanding of the Companies Act (2006) • Thorough knowledge and understanding of the Safeguarding Requirements for the Association • Thorough knowledge of the Articles of Association and their application • Knowledge and understanding of grassroots football and the role of the Association in its governance • Knowledge of the County FA Governance Code • Understanding of how to apply Principles of inclusive practice 	Desirable <ul style="list-style-type: none"> • Knowledge of other key areas of legislation including Health and Safety, Employment, GDPR, Bribery and anti-corruption, whistleblowing and Taxation • Risk management • Customer experience and engagement • Succession planning • Knowledge and understanding of the charity, health or social sector in England • An understanding of the social and health impacts of grassroots sport • Knowledge, understanding and interest in grassroots sport, particularly football, and other related activities



FOR ALL

<ul style="list-style-type: none">• Knowledge and understanding of financial accounts, management accounts, and budgeting	
Enhanced DBS Check required?	NO
Check Companies House Disqualified Directors Register?	YES
Clean full driving license	NO

Senior Independent Director Person Specification

Skills & Competences	
Essential <ul style="list-style-type: none"> • Knowledge and understanding of the role of a Director or Trustee • 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 support, challenge and operate collaboratively with the Chair, Chief Executive and Board of Trustees • Excellent interpersonal and active listening skills • The ability to create, build and sustain strong relationships with key stakeholders, both internally and externally to the benefit of the Association • An ability to understand management information, including financial reports and offer constructive challenge to the executive team • Leadership behaviours that exemplify Surrey FA's values • A commitment to the grassroots football and the organisation • A commitment to personal development as a Surrey FA Trustee 	Desirable <ul style="list-style-type: none"> • Experience as a Director, Trustee or member of a strategic committee in a charity, commercial or public sector context
Knowledge	
Essential <ul style="list-style-type: none"> • Experience of operating at a senior level in a strategic capacity • Knowledge and experience of strategic planning and developing into operational plans • Experience of monitoring and adapting operational plans in response to changing environments and business needs • A sound understanding of the volunteer/ professional relationship and how this can 	Desirable <ul style="list-style-type: none"> • Knowledge and understanding of the charity, health, or social sector in England • An understanding of the social and health impacts of grassroots sport • Knowledge, understanding, and interest in grassroots sport, particularly football, and other related activities

best work to support the work of the Association • An understanding of and a commitment to equality, diversity and inclusion in action	
Enhanced DBS Check required?	NO
Check Companies House Disqualified Directors Register?	YES
Clean full driving license	NO

5. Application and Selection Process:

To apply, please visit <https://candidates.perrettlaver.com/vacancies/> quoting the reference **5389 for the Chair position and 5413 for the INED position**. Applications should consist of a **full curriculum vitae** outlining relevant experience for the role and a **covering letter** (no more than two pages) addressing the role description and person specifications.

Please also complete the **Equal Opportunity Monitoring form**.

While previous experience in sport is not a requirement, an alignment with our vision, mission, and values is essential.

For an informal conversation about the role please contact Soye Briggs (Interim Chair) at soye.briggs@surreyfa.com

The closing date is midnight GMT on 31st October 2021. Shortlisted candidates will be invited to interview with the Selection Committee on 1st December for the Chair position and 3rd December for the SID position. If required there may be an additional round of interviews.

Surrey FA is committed to creating a Board of diverse skills, experiences, and backgrounds who can add value to the game and our activities in Surrey. The FA is an equal opportunity employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, ethnicity, disability, age, sexual orientation, gender identity, religion, and belief.