

Role description for the chair of Active Humber

Eligibility:

- The postholder must either live or work in the Humber
- The postholder will be appointed following an open, publicly advertised recruitment process

Remuneration: Unpaid

Time commitment: Up to 1 day per month, including quarterly board meetings

Term: 4 years, with the opportunity to be considered for reappointment for a second term.

Location: Meetings take place across the Humber, with the option to join virtually. There will be a need to attend some meetings in person.

1 Overall responsibility

'The chair has an important role in leading the Board and establishing an environment that enables the Board to achieve its potential and secure the long term success of the Organisation.' - A Code for Sports Governance.

The Board is responsible for providing appropriate oversight, governance and leadership to the organisation in the pursuit of its objectives. The chair provides leadership to the Board with prime responsibility for ensuring it has agreed priorities, a coherent and achievable strategy, appropriate structures, processes and a productive culture. The Chair enables the Board to achieve its potential and secure the long term success of the organisation.

The Chair has an important role in leading the Board and establishing a constructive and inclusive environment that enables the Board to achieve its potential and secure the long-term success of the organisation.

2 The role of the Chair

The Chair will:

1. with the Chief Executive Officer, set the Board's agenda;
2. ensure the effectiveness of the Board, including how individual Directors perform and interact at meetings;
3. ensure Directors receive accurate, timely and clear information;
4. ensure adequate time is available for discussion of all agenda items, in particular strategic issues, and that

this time is used productively;

5. ensure Board decisions are executed and actions implemented;
6. promote a culture of openness, debate and constructive challenge among the Board by facilitating the effective contribution of all Directors and ensuring constructive relations between executives and Directors;
7. act as a link between the Board and executive, particularly the Chief Executive;
8. manage conflicts of interest;
9. take a lead on governance matters; and
10. set an example in the values and behaviour they adopt, acting at all times in line with the mandatory Code of Conduct that has been agreed by the Board and in the best interests of the organisation.

3 Main duties and responsibilities

In addition to the role above the Chair will undertake these additional duties and responsibilities:

1. instigating and facilitating discussions on the strategic development of the organisation;
2. providing clarity of vision to the board;
3. ensuring that the board has agreed strategic priorities;
4. holding the Chief Executive Officer to account for the effective management and delivery of the organisation's strategic aims and objectives, where appropriate;
5. providing leadership and support to the Chief Executive Officer, where appropriate;
6. supporting and appraising the performance of the Chief Executive Officer and other appropriate members of the senior management team;
7. building and maintaining close relations between the organisation's various constituencies and stakeholder groups to promote the effective operation of its activities;
8. upholding the values of the organisation by example, and to ensure that the organisation promotes equality and diversity for all its stakeholders;
9. facilitating effective board meetings, liaising with board members and Chief Executive Officer, where appropriate, with the drafting of agendas and supporting papers for board meetings and ensuring that the business is covered efficiently and effectively in those meetings;
10. encouraging all board members to contribute their skills, experience and opinions in order to ensure adequate scrutiny;
11. manage conflicts of interest and loyalty;
12. creating a board environment with strong working relationships and where challenge and scrutiny are welcomed;
13. attending and chairing committees and other ad hoc meetings of the main board, liaising with the Chief Executive Officer to lead on the planning, setting and chairing of board meetings and general meetings, where appropriate;
14. ensuring, in liaison with the Governance and Standards Committee, that appropriate procedures, processes and controls are in place and followed;
15. participating in any board induction, training and evaluation identified as an individual board member and as part of the board or committee;
16. maintaining the board's commitment to board diversity, renewal and succession planning, in line with the governing document and/or current good practice;
17. undergoing an individual and board performance appraisal, and attending any additional training highlighted as a result of the evaluation process;
18. undertaking evaluations of the performance of board members and directing the governance lead to

- facilitate remedial action where required;
19. acting between full meetings of the board in authorising action to be taken intra vires; e.g. banking transactions and legal documents in accordance with relevant mandates; and
 20. representing the organisation at functions, meetings and in the wider media, in line with the organisation's agreed media strategy.

4 Person specification

The following characteristics, knowledge and experience (or commitment to gain them) would be advantageous to the role of chair:

1. high level of understanding and interest in the issues relevant to the sport and the activities of the organisation;
2. a commitment to the values and principles of the organisation;
3. strong business and financial acumen;
4. experience of committee work;
5. highly developed interpersonal and communication skills;
6. proven leadership skills;
7. strong organisational skills;
8. ability to understand complex strategic issues, analyse and resolve difficult problems;
9. sound, independent judgement, common sense and diplomacy;
10. high standards of personal integrity and probity;
11. politically astute, with the ability to grasp relevant issues and understand relationships between interested parties;
12. resilience;
13. clear understanding, and acceptance, of the legal duties, liabilities and responsibilities of board members;
14. sound knowledge of governance;
15. sufficient time and commitment to fulfil the role.