

Chair Roles and Responsibilities

Responsible to: *Board of Directors*

Job Description

The Chair of the Company is appointed by the Board from its members to chair its meetings and General Meetings.

The Chair will be appointed by the Board at its first meeting after the incumbent's term of office has ended or they resign. The term of office is normally four years (but the Board may set a shorter term).

The Chair has the key 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. They must ensure Scottish Fencing has an appropriate strategy, which has Board approval and the support of the membership; and achieves the highest possible performance to deliver its objectives.

They must provide effective strategic leadership of, and advocacy for, Scottish Fencing at Chair-level nationally.

Main Duties:

[Note: Only the Chair and President's responsibilities need to be specified, as the Board has delegated to the CEO the day-to-day business management and control of Scottish Fencing, and will allocate portfolios to individual Directors according to their skills and interests.]

- Ensure through the Board that:
 - that Scottish Fencing fulfils its legal, statutory and regulatory requirements from Government, funding and regulatory bodies, sponsors and partners;
 - that appropriate policies and procedures are in place, applied and monitored, including those related to employment, information, Health and Safety, Safeguarding, and Equality and Diversity;
 - that budgets and long-term financial plans are produced on a timely and realistic basis and that Scottish Fencing has effective systems of financial reporting and control which includes regular reporting to the Board;
 - that the major risks to which Scottish Fencing is exposed are kept under review and appropriate mitigation measures are in place.
- Develop strong, effective, and harmonious working relationships with the Directors, ensuring that they are updated on progress against the achievement of plans, and on significant issues and developments which are likely to impact Scottish Fencing's strategies, policies, or performance.
- Provide effective management of the Board and CEO, and monitor and review the performance of Board and CEO against key targets.

- Work with the President to ensure that Scottish Fencing connects well with its members, and actively seeks and acts on feedback to develop and strengthen member engagement.
- Build and maintain strong relationships that will benefit Scottish Fencing with all key stakeholders and decision makers; engage at a national level in support of the executive team to promote Scottish Fencing, protect and enhance its reputation and ensure that its interests are represented and protected.

Specific Duties & Responsibilities:

- Chair the Board and General Meetings.
- Ensure the Board operates in an effective manner and that all business is conducted in a timely, professional, and suitably documented fashion.
- Ensure other Director-level meetings are appropriately chaired by a Board member as necessary to achieve stated/agreed objectives.
- Conduct annual performance appraisal of the Directors with the support of the Director with responsibility for HR.
- Work with the CEO to maintain and enhance SF's key relationships, taking the lead on Chair-to Chair relationships and on any other senior level relationships (eg Ministers) as agreed with the CEO.
- Support the CEO as necessary in identifying and recruiting partners and sponsors.
- Act as the CEO's line manager, setting objectives and providing appropriate support and advice.

In the course of delivering these responsibilities, the Chair is expected to:

- set the Board's agenda;
- ensure that the Directors receive accurate, timely and clear information;
- ensure that adequate time is available for discussion of all agenda items, in particular strategic issues, and that this time is used productively;
- ensure that Board decisions are executed;
- promote a culture of openness and debate amongst the Board by facilitating the effective contribution of all directors;
- ensure constructive relations between executives and directors by acting as a link between the Board and executive, particularly the CEO;
- address and manage conflicts of interest;
- take the lead on governance matters (if there is no Director holding that portfolio); and
- set an example in the values and behaviour they adopt.

Qualities of the Chair

The Chair is nominated from the Board, both elected and independent members. Some of the experience, knowledge and skills that are useful in the role include:

- **Experience**
 - Proven experience in leading a commercially sustainable organisation, business or unit with strong people and governance skills.
 - A track record of effective, credible and facilitative leadership gained in a senior managerial capacity.
 - A strong understanding of governance and experience of working effectively and in partnership with trustees and/or non-executive directors.
 - A demonstrable track record of success in developing and maintaining collaborations with a range of partners and stakeholders.
- **Knowledge**
 - A thorough understanding of Board governance, budgeting, financial analysis and strategic planning
 - An understanding of sport in general
 - A developed understanding and appreciation of commercial opportunity within the sport sector would be an advantage.
- **Skills and Abilities**
 - Outstanding chairmanship skills
 - Outstanding advocacy and communication skills with the ability to engage with individuals, groups and the public, including Board, members, staff, sponsors, volunteers and media.
 - Strong commitment to equality and diversity.
 - Strong commitment to safeguarding.
- **Personal Disposition**
 - A commitment to growing all forms of fencing in Scotland at all levels.
 - A strong sense of purpose and the ability to leverage the potential of others.
 - Strong leadership skills as well as energy and enthusiasm for the role.
 - Personal integrity and commitment to openness, inclusiveness, and high standards.

Time Commitment

The role has a time commitment of around 2 days per month.

The SF Board meets between 6-10 times per year. The Chair is also expected to attend the SF AGM, attend the Scottish Open, meet with sportscotland and engage with other influential stakeholders.