



Chair of the Board

ROLE PROFILE

Title:

Chair of Sport Across Staffordshire and Stoke-on-Trent County Sports Partnership (SASSOT).

Remuneration:

This is a non-salaried position. Travel and other reasonable out-of-pocket expenses will be reimbursed for attendance at official meetings and events on behalf of SASSOT.

Location:

Meetings will be held throughout Staffordshire and Stoke-on-Trent. Travel to other parts of the country may be required as necessary to undertake the role of Chair.

Term:

Three years initially, up to a maximum of three, three-year terms.

Time commitment:

Attendance and preparation for:

- An induction training event;
- A minimum of 4 and a maximum of 8 meetings of the Board annually;
- Regular liaison and meetings with the Strategic Leads (monthly in-person or virtual meetings);
- Where appointed a member, meetings of any sub groups or time-limited action groups;
- Occasional SASSOT events (estimate 4 per year);
- Occasional Partner, Sport England or CSP Network events, representing SASSOT as required (estimate 4 per year);
- Performance review meetings with Sport England (currently two per year)
- Board development and evaluation time
- Business Planning and SASSOT development time
- Undertaking line management duties and managing appraisals for the Strategic Leads

ROLE:

In addition to their role as a Board member, the Chair has the following role:

- Establish and provide strategic leadership of the Board of SASSOT;
- Lead the setting of the overall direction of the work of SASSOT;
- Enable the Board to achieve its potential and secure the long-term success of SASSOT;
- Be the public face of SASSOT, representing it and the Board to partners at appropriate events;

July 2017 – Review Date July 2021

- Ensure that Board decisions are acted upon, that SASSOT is fit for purpose and that it achieves continuous improvement;
- Support and appraise the work of the Strategic Leads
- Ensure that development reviews / appraisals of the Board as a whole and of individual Board members are undertaken.

DUTIES

In addition to their duties as a Board member, the Chair has the following duties:

Leadership of the Board

The Chair takes a lead on governance matters and sets an example in the values and behaviour s/he adopts. The Chair actively manage conflicts of interest among Board members.

Ensuring the effective conduct of Board business

The Chair will provide strategic leadership to the Board, chairing its regular meetings and bringing together a diverse range of interests and partners to work together on a common agenda. The Chair will set meeting agendas which take full account of the issues and concerns of Board members, are forward looking and concentrate on strategy and developing SASSOT, rather than focusing on management issues. The Chair will ensure that adequate time is made for discussions and that Board decisions are followed through.

Ensuring clarity of boundaries between the Board and staff

The Chair acts as a link between the Board and the staff, particularly the Strategic Leads. The Chair will ensure effective working relationships between the staff and the Board, recognising the boundaries between the role of staff and the role of the Board. The Chair shall ensure that there is a clear division between the Board's management and oversight role and the staff's operational role. The Chair acts as line manager for the Strategic Leads.

Providing support and challenge to the Board and senior staff

The Chair will promote a culture of openness and debate amongst the Board by facilitating the effective contribution of all Board members and ensuring constructive relationships between staff members and Board members. The Chair will ensure that all Board members actively participate and are well prepared for meetings.

Being the lead advocate for SASSOT

The Chair will encourage partner agencies to support and invest in SASSOT. The Chair shall negotiate and influence agreed outcomes, make statements to partner agencies, confirm decisions and communicate policy.

Leading the evaluation of the Board

It is the Chair's role to ensure the effectiveness of the Board. The Chair will undertake and maintain a written record of an annual evaluation of the Board's overall skills and performance and the performance of individual Board members and committees.