



## **Ayrshire Sportsability Executive Chair Role Description and Person Specification**

The Chair will hold the Board and Service Contractor/s to account for ASA's mission and vision, providing inclusive leadership to the Board, ensuring that each Board member fulfils their duties and responsibilities for the effective governance of the charity. The Chair will ensure that the Board functions as a unit and works closely with the entire team to achieve agreed objectives. He or she will act as an ambassador and the public face of ASA.

### **1. Main duties**

#### ***Strategic leadership***

- Provide leadership to ASA and its Board, ensuring that ASA has maximum impact for its beneficiaries;
- Ensure that the Board operates within its charitable objectives, and provides a clear strategic direction for ASA;
- Ensure that Board members fulfil their duties and responsibilities for the effective governance of ASA; and contribute actively to decision-making.

#### ***Governance***

- Ensure that the governance arrangements are in place and working in the most effective way for ASA, with systems in place to ensure financial accountability and sound financial health of ASA,
- Appraise the performance of the Board on an annual basis;
- Ensure that Board Trustees provide the right balance of skills, knowledge and experience needed to govern and lead the charity effectively, and which also reflects the wider community of stakeholders;
- Is conversant with and work within OSCR and other relevant legislations, Scottish Disability Sports Minimum Operating Requirements, and ASA Constitution and any agreed policies adopted by ASA.

#### ***External Relations***

- Act as an ambassador for the cause and ASA;
- Build constructive relationships with external key stakeholders to further the aims of ASA;
- Act as a spokesperson for the organisation when appropriate;
- Represent the charity at external functions, meetings and events.

#### ***Efficiency and effectiveness***

- Chair Board meetings effectively and efficiently in an inclusive way, bringing impartiality and objectivity to the decision-making process;

- Work closely with Service Contractor to ensure that meetings are well planned, meaningful and reflect the responsibilities of Board members;
- Monitor that decisions taken at meetings are implemented.

### ***Relationship with the Service Contractor***

- Establish and build a strong, effective and constructive working relationship with the Service Contractor, ensuring s/he is held to account for delivering the agreed contract, whilst operating within a supportive environment;
- Conduct an annual review of the Service Contract, in consultation with the Vice-Chair and Committee Convenors.

The above list is indicative only and not exhaustive. The Chair will be expected to perform all such additional duties as are reasonably commensurate with the role.

In addition to chairing the main Board meetings, the Chair has the right to attend the Committees of ASA.

## **2. Terms and Conditions**

The Chair is elected from amongst the Board Trustees at the AGM and serve for a 1 year term initially then a minimum two-year term with a maximum of 3 terms which is subject to appraisal and recommendation of the board.

### Time commitment

- 30 days per year in total
- 6 board meetings per year in the evening (roughly 3 hours per meeting, preparation time not included)
- Attend 3 fundraising events

### 3. Person Specification

<b><i>Personal Qualities</i></b>
Demonstrate a strong and visible passion and commitment to ASA, its strategic objectives and cause.
Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship and adhering to Nolan's seven principles of public life - selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
Strong networking capabilities that can be utilised for the benefit of ASA.
Exhibit inter-personal and relationship building abilities, with ability to bring people together, fostering and promoting a collaborative team environment.
Demonstrate tact and diplomacy, with the ability to listen and engage effectively.
<b><i>Expertise and Experience</i></b>
Experience of operating at a strategic leadership level within an organisation.
Experience of external representation, delivering presentations and engaging stakeholders.
Experience of chairing meetings, facilitating engagement of Board members in discussions, and ensuring clarity of outcomes and decisions reached.
<b><i>Knowledge and Skills</i></b>
Ability to contribute to setting of strategic direction.
Ability to understand and analyse complex issues and information, think creatively and constructively, taking into account the differing views of others to reach robust and effective decisions.
Ability to influence and communicate effectively.

#### Interviews

Interviews will consist of two stages:

- A meet and greet evening will take place on Monday 10<sup>th</sup> June, 6pm – 7pm.
- A 10 minute presentation followed by interview questions which will take place on Tuesday 11<sup>th</sup> June, 5pm – 8pm.

#### Applications

Deadline for applications is 5pm, Monday 3<sup>rd</sup> June 2019.

All applicants should send Cover letter and Curriculum Vitae to [admin@ayrshiresportsability.org.uk](mailto:admin@ayrshiresportsability.org.uk).

The Cover Letter should highlight why you wish to be considered for the role of Chair of ASA and outline relevant experience and expertise you have in relation to the Role and Person Specifications.

As part of the application it also required for two references to be provided within your CV. These will only be contacted in the event of the successful candidate being offered the role.

If you have any questions or would like more information please contact:  
Email: [waiyin@waibeyond.com](mailto:waiyin@waibeyond.com)