

# Task Descriptions



## Title: Non-Executive Director (NED)

### Job purpose:

- Act in an advisory capacity by bringing a breadth of business and management knowledge and experience from a professional background for the benefit of the England Touch Association and the sport of Touch
- Constructively review, challenge and make creative contribution in the development and implementations of the Association's strategy
- Contribute to building a trusted network of partners, stakeholders and business contacts
- Scrutinise executive activity and monitor England Touch Association performance in meeting agreed goals and objectives
- Provide an independent view and a broad perspective to the Board's decision making process
- Ensure robust processes are in place and adhered to.

### Experience:

#### Either

Professional experience with a particular skillset, working as a company director (commercial, charity, voluntary sector) trustee, partner or in an appropriate senior executive management position. Experience of developing a commercial pipeline.

#### Or

A solid understanding of the sporting landscape in the UK, preferably obtained through working in the industry.

**Hours required:** 2-3 hours per week, attend 2-3 board meeting per annum as well as the AGM and strategic planning meeting

**Key dates:** Board Meetings, strategic planning meeting (November) and AGMs (February-May)

**Locations:** Various; including work from home and working away from home

**Contract type:** Two-year term. Re-appointed at the AGM. Board members can serve a maximum of four two-year terms.

**Salary:** Voluntary Role, expenses paid if applicable. Part of #OneEngland Rewards and Recognition scheme

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## Skills and Qualities:

Person specification	E	D
Able to act as an ambassador for continuous improvement	X	
Independence and impartiality	X	
Demonstrable experience of succession planning	X	
Strong conceptual thinking, resilience and the ability to manage ambiguity		X
Effective communication skills and interpersonal acumen	X	
Proven ability to solve problems, identify opportunities and assess risk	X	
Capability to provide constructive criticism		X
Ability to translate and apply commercial / consumer skills and approaches into the National Governing Body / Sport environment		X
Able to makes decisions objectively, based on understanding of facts and different perspectives		X
Aptitude to work in an environment in which challenging issues can be confronted, opposing opinions are sought and trust is implicit	X	

## Scope of job/key elements:

Main Duties and Job Accountabilities	Measures and Input Required
Strategic development and review	<ul style="list-style-type: none"> <li>Facilitated vision and business planning</li> </ul>
Governance review and support	<ul style="list-style-type: none"> <li>Robust appointment and election</li> <li>Board and Committee Terms of References are provided and are regularly reviewed and maintained</li> <li>Satisfying legal frameworks</li> </ul>
Board evaluation and skills assessment	<ul style="list-style-type: none"> <li>Facilitated board effectiveness review</li> <li>Support with next steps</li> </ul>
Financial management review and support	<ul style="list-style-type: none"> <li>Satisfying the integrity of financial information</li> <li>Providing meaningful financial information to stakeholders</li> </ul>
Human resources support	<ul style="list-style-type: none"> <li>Task descriptions are provided for each role and are regularly reviewed and maintained</li> <li>Non-Executive Director remuneration</li> </ul>

## Risk Management

- A risk management strategy is produced and approved
- A risk register is produced and monitored
- Ensuring that controls and risk management systems are robust and defensible