

# NON-EXECUTIVE CHAIR (VOLUNTARY ELECTED)

## INTRODUCTION

The **England Touch Association** (ETA) is the governing body for the sport of Touch (also referred to as Touch Rugby) in England and is part of the wider rugby family that includes both the RFL and RFU. We are recognised by and affiliated to the global governing body, the **Federation of International Touch (FIT)**.

The ETA has evolved from a committee of volunteers, into a not-for-profit company limited by guarantee with an accountable Board of elected and appointed Directors, a Senior Executive, a developing paid workforce and an extremely loyal base of volunteers.

Following a substantial reimagining of the sport, the ETAs strategic importance as the governing body of the sport in England has evolved significantly. The ETA is seeking a highly skilled and experienced independent Non-Executive Chair to support the executive in implementing the sports 2020s Vision. An astute people focused individual with the ability to draw together an experienced and focused board of directors is required.

This role is an elected position and should there be more than one applicant a Special General Meeting will be called at which the Membership will have the opportunity to elect the most suitable candidate for the role. Should there be just one applicant, then subject to meeting the requirements of the Rewards, Remuneration and Appointments Committee, then the single applicant may be selected for the role until such time as the next Annual General Meeting occurs.

## ROLE PURPOSE

The role of the Chair is to provide leadership and direction to the Board, enabling them to fulfil the responsibilities for the overall governance and strategic direction of the organisation. You will represent the sport and the governing body both nationally and internationally and help to drive the ETA's ambition to be a sport for all.

## KEY RESPONSIBILITIES

The overall responsibilities of the Chair are:

- Providing leadership to the Board in understanding and executing their role;
- Planning, chairing, and facilitating board meetings to set the agendas and plan the annual cycle of meetings;
- Working with the appointed CEO and other Executive Board members to ensure that there is a common understanding of the vision, mission, strategic objectives and strategic priorities by the Board, staff, volunteers and other key stakeholders;
- Ensuring the flow of information to Non-Executive Directors is effective and appropriate and that decisions that are taken at board meetings are implemented;
- Acting as an ambassador, representative or spokesperson for the organisation at appropriate events, meetings or functions;
- Acting as the final stage adjudicator for disciplinary and grievance procedures if required.

# Role description



## PERSON SPECIFICATION

The ideal candidate will have:

- At least two years Board experience, ideally in the sport sector.
- The character to act as an ambassador and champion for the sport of Touch
- Strong communication and interpersonal skills
- A proven track record of execution of strategy at a senior level
- Knowledge and experience of internal and external affairs

Experience of Touch Rugby is not essential.

## ADDITIONAL INFORMATION

### Benefits:

- #OneEngland workforce induction and welcome
- Inclusion in the #OneEngland workforce Rewards and Recognition Scheme
- Membership of the ETA, including access to discounts, savings and offers of the AON Plus Scheme
- Reimbursement of reasonable expenses in performing the role

**Hours required:** Flexible, but expect 2-3 hours per week, including attendance at meetings (see below).

### Key dates/events:

- Every two months: ETA Board meetings
- Every six months: ETA Rewards, Remuneration and Appointments Committee
- Spring: ETA Annual General Meeting (AGM) - currently virtual
- Summer: Core season for ETA events - both international and domestic
- Autumn: ETA Strategy / Vision planning and review

**Reports to:** The Board

**Location:** Work from home and various locations as required.

**Further information:** This is an elected position with a two-year term. Board members can serve a maximum of four years.

## HOW TO APPLY FOR THIS POSITION

We believe that Touch Rugby is a sport for all and we are committed to ensuring that everyone, regardless of their background, is welcomed into our sport. As part of this, we are keen to improve the diversity of the Board, to better reflect the diversity of our participants and society as a whole. We believe that this will put us in a stronger position to achieve our strategic goals. To apply for this position, please send a CV and covering letter to [chris.simon@englandtouch.org.uk](mailto:chris.simon@englandtouch.org.uk) by midnight on Sunday 3rd July 2022.

# Role description



## BECOMING PART OF THE #ONEENGLAND WORKFORCE

Our volunteers are our lifeblood, and we aim to provide the necessary training, support and development for you to be able to succeed in your role; as well as the right recognition of your efforts and achievements for you to feel valued.

You will receive an induction by the relevant team, an ETA email address and access to a Google Drive to store files and folders. You will become one of the team, accessing the newly launched Rewards and Recognition Scheme.

You will be listened to, consulted with and engaged in discussion. You will have a voice.

## ETA VISION, MISSION AND VALUES

**Vision:** By 2030 everyone in England is aware of and has the opportunity to enjoy the game of Touch.

**Mission:** To become the largest and most successful Touch organisation in the World, with one million people in England enjoying our game.

Our core strategy is to build the participatory player base across an inclusive and wide range of demographics and geographies throughout England. From there, we will provide a pathway to enable them (if they so choose), to move from grass roots Touch, through to playing opportunities locally, regionally and nationally.

### Our Values

#### **INCLUSIVE**

**Our sport** is a sport for **ALL** and we will actively promote and make available opportunities for sustained participation in Touch to the greatest number and range of people.

#### **TRANSPARENT**

Transparency is central to our fabric and underpins **our sport**. We will be open, ethical and set the highest standards in everything we do on and off the field, through honesty, integrity and fair play.

#### **UNITED**

Success in **our sport** is only achieved by working together. We will inspire unity and collaboration in all we do. We are one team, with common goals and shared values.

#### **AMBITIOUS**

We have a strong desire and determination to succeed in **our sport**. We will not limit our goals or imagination by present circumstance, we will envision ambitions beyond boundaries as we improve ourselves and the game.

#### **RESPECT**

Characterises the basis of **our sport**. We will promote respect for players, coaches, referees, volunteers and all others involved in our game at every level. Everyone has something to contribute.