

CHAIR ROLES & RESPONSIBILITIES

Last Updated: 12th December 2023

Last Approved by Board: 14th December 2023

1. OVERVIEW

This document describes the roles and responsibility of the Chair of British Fencing (BF).

In accordance with the Code of Sports Governance the

- BF Board will appoint an independent chair who shall be responsible for the leadership of the Board.
- The roles of chair and chief executive must not be exercised by the same individual and the division shall be established in writing and agreed by the Board.

This document should be read in conjunction with the:

- Board Director Responsibilities which sets out the duties and responsibilities of all Board Directors.
- the Matters Reserved and Delegated Authority document which sets of the matters reserved for the Board and those delegated authorities to Chair, the CEO, specific committees and other noted volunteers.
- Code of Conduct for Board Directors.
- Responsibilities of the President.

These can be found published on: <https://www.britishfencing.com/about-us-zone/the-board-zone/>

2. JOB DESCRIPTION

- a) The Chair will have a commitment to growing all forms of fencing in Britain at all levels.
- b) The Chair will be an Independent Director in accordance with the Memorandum and Articles of British Fencing.
- c) The Chair will be normally be appointed on an initial term of up to four years, with the option to extend for a further four year term. After serving two terms the Chair will be ineligible to be re-appointed for a further four years.
- d) The role has a time commitment of around 3 days per month.

- e) The BF Board meets between 6-10 times per year. The Chair is also expected to attend the BF AGM, attend the British Championships, meet with Sport England and UK Sport and engage with other influential stakeholders.
- f) Meetings of the BF Board will normally be held in London.

3. SUMMARY RESPONSIBILITIES

Overview

Only the Chair responsibilities need to be specified, as the Board has delegated to the CEO the day-to-day business management and control of British Fencing.

Strategy

- Ensure BF has an appropriate strategy, which has Board approval and the support of the membership.
- Demonstrate effective strategic leadership of, and advocacy for, BF at a Chairmanship level
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Governance

- Ensure the effective governance of BF
- Chair the Board
- Ensure that the Nominations Committee and other Director level meetings are appropriately chaired by a Board member as necessary to achieve stated/agreed objectives
- Ensure the Board operates in an effective manner – and all business is conducted in a timely, professional and suitably documented fashion
- Conduct annual performance appraisal of the Board

Stakeholders

- Work with the CEO to maintain and enhance BF's key relationships, taking the lead on Chair-to-Chair relationships and on any other senior level relationships (eg Ministers) as discussed/agreed with the CEO
- Support the CEO as necessary in identifying and recruiting partners and sponsors

CEO

- Act as the CEO's line manager, setting objectives and providing appropriate support and advice as necessary.

4. SPECIFIC DUTIES & RESPONSIBILITIES

The BF Chair has an important 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.

As part of these duties and responsibilities the Chair is expected to:

- a) Develop strong, effective and harmonious working relationships with the Directors of the Board, ensuring that they are updated on progress against the achievement of the organisation's strategic plan and on significant issues / developments which are likely to impact British Fencing's strategies, policies and performance.
- b) Provide effective management of the Board and CEO, to achieve the highest possible performance to deliver British Fencing's strategic objectives; monitor and review the performance of Board and CEO against key targets.
- c) Ensure that British Fencing connects well with members, actively seeking and acting on feedback to develop and strengthen member engagement.
- d) Build and maintain strong relationships with all key stakeholders and decision makers that will benefit British Fencing; engage at a national level in support of the executive team to promote British Fencing, protect and enhance its reputation and ensure that its interests are represented and safeguarded.
- e) Engage in effective and timely communications with the Board to enable them to fully contribute to the strategic goals of the organisation.
- f) Ensure budgets and long-term financial plans are produced on a timely and realistic basis and that British Fencing has effective systems of financial reporting and control, which includes regular reporting to the Board.
- g) Ensure that the major risks to which British Fencing is exposed are kept under review and appropriate mitigation measures are in place.
- h) Ensure that British Fencing has appropriate policies and procedures in place, applied and monitored including those related to employment, Health and Safety, Safeguarding and Equality and Diversity.
- i) Ensure British Fencing fulfils its legal, statutory and regulatory requirements from Government, funding and regulatory bodies, sponsors and partners.

In accordance with the Code for Sports Governance and in the course of delivering these responsibilities above, the Chair's is expected to:

- a) Set the Board's agenda.
- b) Ensure the effectiveness of the Board, including how individual directors perform and interact at meetings (see Requirement 4.1 regarding Board evaluation). This includes the requirement to carry out performance appraisals with each Director in each external evaluation year.
- c) Ensure that the directors receive accurate, timely and clear information.
- d) Ensure that adequate time is available for discussion of all agenda items, in particular strategic issues, and that this time is used productively.
- e) Ensure that Board decisions are executed.
- f) Promote a culture of openness and debate amongst the Board by facilitating the effective contribution of all directors and ensuring constructive relations between executives and directors.
- g) Act as a link between the Board and executive, particularly the chief executive.
- h) Manage conflicts of interest.
- i) Take a lead on governance matters.
- j) Set an example in the values and behaviour they adopt, acting at all times in line with the mandatory director's code that has been agreed by the Board.
- k) Proactively address and manage conflicts of interests amongst the directors.

5. PERSON SPECIFICATION

Qualifications

Degree level education.

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 is essential.
- Have 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 Chair 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 very 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.

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