



BRITISH FENCING

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JOB DESCRIPTION: CHAIRMAN OF BRITISH FENCING

Title:	Chairman of British Fencing
Remuneration:	To be negotiated
Hours of work:	Approximately 2 days per month
Responsible to:	The Board of British Fencing
Contractual status:	Non Executive Director
Start date:	November 2010
Issue date:	August 2010

MAIN PURPOSE

The aim of this role is to guide the Board of Directors to provide leadership, stewardship and strategic direction for the sport.

RESPONSIBILITIES

Fiduciary Duties

1. To act as a Director of the British Fencing Association Ltd (the Company) in the best interests of the Company in line with the Companies Act 2006.
2. To use such personal and professional skills together with such contacts, experience and judgment as s/he may possess with integrity and independence to optimise both the short-term and the long-term financial performance of the Company.
3. To play a full part in enabling the Board to arrive at balanced and objective decisions in the performance of its agreed role and functions.
4. To ensure that the objectives of the Company, as agreed by the Board, are fully and properly carried out.

Directors' Obligations

5. In particular the Chair shall:
 - 5.1. Attend all Board meetings called during the year unless prevented by exceptional circumstances;
 - 5.2. attend the Annual General Meeting;
 - 5.3. Act as a member of such Committees of the Board as the Board shall decide, attending all meetings unless prevented by exceptional circumstances;
 - 5.4. Place on the agenda for meetings of the Board or Committees any matters relating to the Company's business that s/he considers should be discussed including but not limited to the matters stated to be decided by or referred to the Board.

Board Obligations

6. To act as Chair of the Board of British Fencing in such a way as to:
 - 6.1. Ensure that the Board takes balanced and objective decisions in the performance of its agreed role and functions with especial reference to the governance recommendations contained in the various codes of conduct recommended from time to time:
 - Setting a strategy for the future of the business;
 - Recruiting and retaining the people the Company needs to implement that strategy;
 - Ensuring that those people carry the strategy out;
 - Ensuring that the Company is sustainable and has, or can obtain, the necessary resources;

- Having regard to the obligations of members of the Board;
 - Ensuring that all matters discussed and agreed by the Board are properly minuted and recorded;
 - Ensuring that as appropriate, matters discussed are kept confidential.
- 6.2. Ensure high standards of governance and financial probity by the Company;
- 6.3. Ensure that the Board is kept properly informed on all matters of importance;
- 6.4. Chair meetings of the Board and settle the agenda for each meeting with the Chief Executive and ensure that such meetings are convened;

Board Responsibilities

8. In particular the Chair will:

- 8.1. Ensure that financial and other decisions of the Board are fully, promptly and properly carried out;
- 8.2. Ensure that the Board makes clear what powers it reserves for itself and what it has delegated to the Chief Executive;
- 8.3. Ensure that strategies, plans and policies are proposed for the Board's approval in a timely fashion and ensure that they are executed by the Chief Executive;
- 8.4. Ensure that the Board is consulted about and receives adequate information in a timely fashion about any matter which would have a material effect on the Company;
- 8.5. Ensure that members of the Board develop an understanding of the views of the Company's major funding partners and other key stakeholders;
- 8.6. Ensure that new Directors receive a full, formal and tailored induction on joining the Board and regularly update and refresh their skills and knowledge;
- 8.7. Ensure that all the members of the Board are given every opportunity to acquire sufficient knowledge and understanding of the Company's business to enable them to make informed judgments
- 8.8. Ensure that the performance of individual Directors is evaluated at least once a year and the developmental needs of individual directors are met with a view to enhancing overall effectiveness;
- 8.9. Ensure that each member of the Board has the necessary freedom and opportunity to express his/her views;
- 8.10. Line Manage the Chief Executive and undertake performance appraisal and personal development reviews with them.
- 8.11. Maintain regular communication with the Chief Executive so as to be aware of all events which may impact on the fulfilment of the Company's strategy;
- 8.12. Take the initiative in, and ensure the Board decides the following matters:
- the appointment and dismissal of the Chief Executive;
 - in conjunction with the Chief Executive, the appointment and dismissal of senior management;
- 8.13. Ensure the proper consideration and fixing of all aspects of remuneration of the Chief Executive and senior management by the remuneration committee;
- 8.14. Maintain outside contacts with the sport's funding partners, sponsors, potential investors and the public, assisted and advised where appropriate by the Chief Executive;
- 8.15. Act as spokesperson for the Board;
- 8.16. Undertake, as requested by the Chief Executive or the Board specific tasks inside or outside the Company to promote the Company and its objectives
- 8.17. Ensure that s/he fully understands:
- the business of the Company and its services,
 - the sport and territories in which the Company operates;
 - the roles of staff in the Company;
 - the Company's organisation, structure and methods of working;

Personal Obligations

9. In particular the Chair will:

- 9.1. Ensure that s/he complies with all her/his obligations as a Director required by law, the Company's Memorandum and Articles of Association, and decisions of General Meetings;
- 9.2. Disclose immediately any personal interest in any activity of the Company and take no further part in any Board or Committee discussion of the matter;
- 9.3. Act as guide and mentor to the Chief Executive and individual members of the Board.

PERSON SPECIFICATION

Preferred skills, experience and qualifications:

- Experience as a Director, Trustee or Committee Member in either commercial, voluntary or public sector context;
- Recent experience of chairing boards or committees;
- Established reputation as a leader and strategic thinker in either commercial, voluntary or public sector context;

- Significant experience of operating at a senior level in a strategic capacity;
- Sound working knowledge of the sport and the public and private sectors;
- Ability to build and maintain strong, transparent relationships with key stakeholders;
- Ability to support, challenge and manage a relationship with the Chief Executive and Board Members;
- Experience of speaking in public and to the media.

Preferred behavioural competencies and qualities:

- Selflessness, integrity, objectivity, accountability, openness, honesty and leadership (Nolan Principles)
- Strategic perspective, vision and ability to work positively within a team;
- Drive and commitment and the ability to demonstrate this to others;
- Strong communication and negotiation skills and the ability to develop effective, sustainable partnerships;
- Strong intellect and analytical ability; innovative thinker and ability to focus on the issues to be dealt with;
- Dynamic, enthusiastic and energetic;
- Resilience and ability to make things happen;
- Willingness to be an ambassador for the organisation and the sport;

British Fencing is committed to providing equal opportunities for all and is committed to following best practice in the welfare of young people and vulnerable adults. For further information please consult: www.britishfencing.com.

We want to ensure that everyone has the opportunity to receive clear, understandable information from British Fencing. If you require this in an alternative format please contact BF Head Office.

For further information, please contact Piers Martin, CEO on piers.martin@britishfencing.com.

To apply for this position please send a CV and covering letter to: headoffice@britishfencing.com or post to: British Fencing, 1 Baron's Gate, 33-35 Rothschild Road, London. W4 5HT.