



Board Vacancy Non-Executive Director Company Secretary & Treasurer

The British Volleyball Federation ('BVF' or 'British Volleyball') brings together the National Volleyball Federations of England, Scotland, Northern Ireland and Wales. Each of the National Federations are affiliated to the FIVB (International Volleyball Federation) and CEV (European Volleyball Confederation).

The BVF is the National Governing Body which is recognised by World ParaVolley (World Organisation for Volleyball for the Disabled).

Position: Non-Executive Director – Company Secretary & Treasurer
This position carries a vote on the Board.

Responsible to: President and Board of the British Volleyball Federation.

Remuneration: This is a voluntary role. Any reasonable out of pocket-expenses will be met in accordance with the Federation's expenses provisions in the articles of association.

Role Description

Fiduciary Duties

1. To act as a Director of the BVF ('the Company') in the best interests of the Company with honesty and good faith towards its members, employees, partners, funding agencies, sponsors and of the communities within which the Company operates.
2. To use such personal and professional skills together with such contacts, experience and judgement as they may possess with integrity and independence to optimise both the short and long term performance of the Company and in particular the areas of her/his own portfolio of responsibility.
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, promptly and properly carried out.



Responsibilities

Company secretarial

- Report to the Chair and liaise with Board members.
- Organise and prepare agendas and papers for board meetings, committees and the annual general meetings ('AGM').
- Take minutes, draft resolutions, and lodge required forms and annual returns with Companies House.
- Follow-up on actions from meetings.
- Oversee policies, making sure they are kept up to date and referred to the Board for approval.
- Deal with correspondence, collate information and write reports, ensuring decisions made are communicated to the relevant company stakeholders.
- Contribute to meeting discussions as and when required.

Financial

- Oversee and present accounts and financial statements.
- Ensure that appropriate accounting procedures and controls are in place.
- Ensure compliance with relevant legislation.
- Be the first point of contact for the Company with the bank.
- Be a signatory for the Company's bank accounts.
- Work with the BVF's Finance Director to ensure all expenses claims are correctly submitted.

Personal obligations

- Ensure that s/he complies with all his/her obligations as a Director required by law, the Company's Articles of Association, and decisions of the General Meetings.
- Disclose immediately any personal interest in any activity of the Company and take no further part in any Board discussion of the matter.
- Accept such outside appointments as shall be agreed by the Board:
 - to be compatible with the Company's demands on the Director's time, and
 - not to be detrimental to the interests of the Company.



Person Specification

Independence

The person appointed should not currently hold any positions relating to governance, or be employed by, any of the following organisations:

- Volleyball England;
- Scottish Volleyball Association;
- Volleyball Wales;
- Northern Ireland Volleyball;
- Confédération Européenne de Volleyball ('CEV');
- Fédération Internationale de Volleyball ('FIVB'); and
- World ParaVolley.

Qualities and skills desired

1. An understanding and acceptance of the legal duties, responsibilities and liabilities of a company director.
2. A sound working knowledge of the sport sector.
3. Experience of basic bookkeeping.
4. An ability to support, challenge and manage a relationship with the other Directors.
5. Ability to ensure decisions are taken and followed-up.
6. Act with integrity at all times.
7. A commitment to the sport and organisation.
8. Be dynamic, enthusiastic and proactive.
9. A willingness to devote the necessary time and effort;
10. A willingness to be available to fellow directors for advice and enquiries on an ad-hoc basis.

How to Apply

Please send an up-to-date CV and no more than 500 words as to how you satisfy the criteria in this role description, to the BVF's Legal and Governance Advisor, Kevin Carpenter (kevin@captivatelegalsports.com) by **Friday 11th May 2018**.