

Role Description

Responsibilities:

Fiduciary Duties

1. To act as a Director of the English Volleyball Association Ltd (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.

Director's Obligations

5. In particular the Director shall:
 - 5.1. Attend all Board meetings called during the year, unless prevented by exceptional circumstances;
 - 5.2. Attend the Annual General Meeting and such other Extraordinary General Meetings as may be necessary;
 - 5.3. Act as a member of such Sub Groups of the Board as the Board shall decide, attending all meetings of such Sub Groups unless prevented by exceptional circumstances;
 - 5.4. Place on the agenda for meetings of the Board or Board Sub Groups of the Board any matter relating to the Company's business, which the Director considers should be discussed.

Board Obligations

6. The Director will:
 - 6.1. Ensure that the decisions of the Board are fully, promptly and properly carried out;
 - 6.2. Challenge and contribute to the development of strategy constructively;
 - 6.3. Scrutinise the performance of management in meeting agreed goals and objectives and monitor the reporting of performance;
 - 6.4. Satisfy him/her-self that the integrity of financial information and that financial controls and systems of risk management are robust and defensible;

- 6.5. Ensure that s/he is consulted upon and participates in succession planning;
- 6.6. Ensure that s/he is consulted upon and receives adequate information in a timely fashion about the finances, proposed strategy plans and activities that would have a Material Effect on the Company;
- 6.7. Ensure that s/he has access to such key managers and professional advisors of the Company as may be required to enable the Director to perform his/her duties;
- 6.8. 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;
- 6.9. Ensure that s/he understands the views of major funding partners, stakeholders and sponsors;
- 6.10. Insist on a comprehensive, formal and tailored induction;
- 6.11. Seek continually to develop and refresh knowledge and skills to ensure any contribution to the Board remains informed and relevant;
- 6.12. Ensure that any concerns, which cannot be resolved about the running of the Company, or a proposed action are recorded in the Board minutes; on resignation provide a written statement to the Chairman, for circulation to the Board, with regard to any such concerns.

Personal Obligations

7. The Director will:

- 7.1. Ensure that s/he complies with all his/her obligations as a Director required by law, the Company's Memorandum and Articles of Association, and decisions of the General Meetings;
- 7.2. Obtain independent professional advice at the Company's expense should s/he consider that this is required in order to enable him/her to discharge his/her duties as a Director provided that s/he first obtains the permission (not to be unreasonably withheld) of the President, who shall promptly report such request to the Board;
- 7.3. Disclose immediately any personal interest in any activity of the Company and take no further part in any Board or Commission/Committee discussion of the matter;
- 7.4. 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

Applicants for the position of Finance and Business Development Director of the English Volleyball Association Ltd should meet the following personal specifications.

Key skills, experience and qualifications required:

- An understanding and acceptance of the legal duties, responsibilities and liabilities of a Company Director
- A proven track record of success as a key organisational player significantly involved in delivering strategic objectives
- Experience of running and developing a business or working on a Board or similar forums at a senior level, in a commercial, academic, voluntary or public sector context
- A sound working knowledge of 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 other Directors, Commission/Committee Members and Staff
- Possession of a professional accounting qualification and extensive relevant experience in a senior financial role
- Previous business development experience with a proven record of bringing in new business and an ability to drive income generation.

Behavioural competencies and qualities required-

- Have a commitment to the purpose, mission, and values of Volleyball England;
- Have an awareness, understanding, and appreciation the needs of the Volleyball England membership
- To act morally and ethically in accordance with the values of Volleyball England;
- To avoid conflicts of interest
- To understand the need to base decisions on what is good for Volleyball England
- To accept accountability for group decisions so that the Board of Directors speaks with one voice
- To dedicate sufficient time each week to your board work for a term of four (4) years
- To be able to maintain confidentiality
- A willingness to take direction and advice from the Board
- To maintain a strategic perspective, vision and ability to work positively within a team
- Takes responsibility for your own actions and visibly supports the SMT and our shared priorities
- Results-focused - understands what is important to staff, members and funders - is committed to achieving goals. Tenacious approach to the delivery of quality outputs
- Excellent communication and interpersonal skills - handles complex and difficult situations with thought and confidence
- To have strong intellectual and analytical abilities; be an innovative thinker and ability to focus on the issues to be dealt with
- Drive and commitment and the ability to demonstrate this to others
- Strong interpersonal, communication and negotiation skills and the ability to develop effective, sustainable partnerships

- Selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- A commitment to the sport and the Company
- Dynamic, enthusiastic and energetic
- Resilience and ability to make things happen
- A willingness to develop, identify individual and group needs and take part in training to improve individual and board performance
- A willingness to be available to key staff and the membership for advice and enquiries on an ad hoc basis.

The Duties of a Director of English Volleyball Association Limited

As Directors of the Association, your work is principally governed by the Companies Act and by the organisation's Constitution and Memorandum and Articles of Association.

Your role, as defined by case law and by the Companies Act 2006, is to act in a way most likely to promote the success of EVA – not just as a sport, but also as a business.

Put simply -

You must exercise a degree of skill and care, which means that you should -

- show the skill expected of a person with your knowledge and experience
- act as a reasonable person would do looking after their own business

You must act in good faith in the interests of the company as a whole. This includes:

- treating all your Members equally
- declaring any conflicts of interest
- not making personal profits at the company's expense

You must obey the law:

- company law requires you to produce proper accounts and send various documents

to Companies House

- other laws include areas such as health and safety, employment law and tax
- you may be responsible for the actions of company employees

It is important that if you are in doubt about what needs to be done (either as a Board or as an individual Director) you should seek professional advice.

You must comply with and be responsible for the implementation of the Association's policies and procedures and for ensuring the safety of EVAs' employees and volunteers when engaged in the business of the organisation.