



## Chair – Herefordshire Cricket Ltd

Remuneration:	The role of Chair is not accompanied by any financial remuneration, although expenses for travel may be claimed
Location:	Hereford
Time commitment:	Twelve Board meetings per year. The Chair is also expected to have regular meetings with the Operations Director and also represent the Cricket Board at various events and meetings with key stakeholders.
Reporting to:	ECB

### Job Description

#### Objective

The Chair will hold the Board and Operations Director to account for the Cricket Board's mission and vision, providing inclusive leadership to the board, ensuring that each Director fulfils their duties and responsibilities for the effective governance of the Cricket Board. The Chair will also support, and, where appropriate, challenge the Operations Director and ensure that the board functions as a unit and works closely with the employees to achieve agreed objectives. He or she will act as an ambassador and the public face of the Cricket Board in partnership with the Operations Director.

#### Principal responsibilities

##### Strategic leadership

- Provide leadership to the board, ensuring that the board has maximum impact for its beneficiaries
- Ensure that Directors fulfil their duties and responsibilities for the effective governance of the Cricket Board.
- Ensure that the board operates within its objectives and provides a clear strategic direction for the board.
- Ensure that the board can regularly review major risks and associated opportunities, and satisfy itself that systems are in place to take advantage of opportunities, and manage and mitigate the risks
- Ensure that the board fulfils its duties to ensure sound financial health, with systems in place to ensure financial accountability

##### Governance

- Ensure that the governance arrangements are working in the most effective way for the board
- Develop the knowledge and capability of the Board of Directors
- Encourage positive change where appropriate address and resolve any conflicts within the board
- Appraise the performance of the Directors and the board on an annual basis
- Ensure that the Board of Directors is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead the charity effectively, and which also reflects the wider population
- Work within any agreed policies adopted by the board.



### **External Relations**

- Act as an ambassador for the organisation.
- Maintain close relationships with key influences
- Act as a spokesperson for the organisation when appropriate
- Represent the board at external functions, meetings and events
- Facilitate change and address any potential conflict with external stakeholders

### **Efficiency and effectiveness**

- Chair meetings of the Board of Directors effectively and efficiently, bringing impartiality and objectivity to the decision-making process
- Ensure that Directors are fully engaged and that decisions are taken in the best, long-term interests of the board and that the board takes collective ownership
- Foster, maintain and ensure that constructive relationships exist with and between the board.
- Work closely with the Operations Director to give direction to board policy-making and to ensure that meetings are well planned, meaningful and reflect the responsibilities of the board
- Monitor those decisions taken at meetings are implemented.

### **Relationship with the Operations Director and the wider team**

- Establish and build a strong, effective and a constructive working relationship with the Operations Director, ensuring s/he is held to account for achieving agreed strategic objectives
- Support the Operations Director, whilst respecting the boundaries which exist between the two roles
- Ensure regular contact with the Operations Director and develop and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges
- Liaise with the Operations Director to maintain an overview of the Cricket Board's affairs, providing support as necessary
- Conduct an annual appraisal and remuneration review for the Operations Director in consultation with other Directors
- Ensure that the Operations Director has the opportunity for professional development and has appropriate external professional support

### **Additional information**

The Vice-Chair acts for the Chair when the Chair is not available and undertakes assignments at the request of the Chair.

The above list is indicative only and not exhaustive. The Chair will be expected to perform all such additional duties as are reasonably commensurate with the role.



## **Chair – Herefordshire Cricket Ltd**

### **Person Specification**

In addition to the qualities required of a Director of the Board, the Chair must also meet the following requirements:-

#### **Personal Qualities**

- Demonstrate a strong and visible passion and commitment to the organisation, its strategic objectives and cause
- Personal gravitas to lead a significant organisation
- Exhibit strong inter-personal and relationship building abilities and be comfortable in an ambassadorial role
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively
- Strong networking capabilities that can be utilised for the benefit of the board
- Ability to foster and promote a collaborative team environment
- Ability to commit time to conduct the role well, including travel and attending events out of office hours

#### **Experience**

- Experience of operating at a senior strategic leadership level within an organisation
- Successful track record of achievement through their career
- Experience of board governance and working with or as part of a Board of Directors
- Experience of external representation, delivering presentations and managing stakeholders
- Significant experience of chairing meetings and events

#### **Knowledge and skills**

- Broad knowledge and understanding of the Civil Society sector and current issues affecting it
- Strong leadership skills, ability to motivate staff and volunteers and bring people together
- Financial management expertise and a broad understanding of charity finance issues
- Good understanding of governance issues

#### **Terms**

The board's Chair (and board members) will serve a three-year term to be eligible for re-appointment for one additional term.