

# Scottish Archery Job Description

## Chair

### Purpose of the role

The Chair has a strategic role to play in representing the vision and purpose of the organisation. The Chair ensures that the Board functions properly, that there is full participation at meetings, all relevant matters are discussed and that effective decisions are made and carried out.

### Deliverables:

#### Ensure the Board of Scottish Archery functions properly

- To plan and run meetings in accordance to the Articles and Bye Laws.
- To ensure matters are dealt with in an orderly, efficient manner.
- To bring impartiality and objectivity to meetings and decision-making.
- To facilitate change and address conflict within the Board.
- To review governance performance and skills.
- To plan for recruitment and renewal of the Board.
- To lead the development and implementation of Scottish Archery's strategy for growth and development

#### Ensure the organisation is managed effectively

- To liaise with the various Board members as appropriate, to keep an overview of the organisation's affairs.
- To co-ordinate the Board
- to ensure responsibilities for particular aspects of management (e.g. personnel matters, financial control etc) are met and specialist expertise is employed as required.
- To facilitate change and address conflict within the organisation, liaising with the Board to achieve this.

#### Provide support and supervision to staff

- To directly line manage the senior staff member of the organisation.
- To sit on appointment and final appeal grievance panels, as appropriate.

#### Represent the organisation

- To communicate effectively the vision and purpose of the organisation.
- To advocate for and represent the organisation at external meetings and events.
- To be aware of current issues that might affect the organisation.

### Critical Competencies: skills and abilities required for the role

- Good leadership skills.
- Good communication and interpersonal skills.
- Impartiality, fairness and the ability to respect confidences.
- Ability to ensure decisions are taken and followed-up.
- Good time-keeping.
- Tact and diplomacy.
- Understanding of the roles/responsibilities of a management Board.
- Experience of organisational and people management.
- Understanding of finance and financial projections and budget management
- Have a broad understanding of corporate governance in voluntary and commercial organisations
- Ability to negotiate with both internal and external bodies

### Experience:

The candidate should have a minimum of 2 years prior experience in a leadership or senior management role within an organisation. It is essential that the candidate has experience in managing teams of people and chairing meetings.