Role Description – Chair

Title
Active Surrey Chair.

Eligibility
The Chair should either live or work within Surrey (as defined by the Surrey County Council area). The Chair will be appointed following an open, publicly advertised recruitment process. The Chair will be classed an independent Board Member (i.e. they cannot be an ex officio or nominated Board Member).
A person is independent if they are free from any close connection to the organisation and if, from the perspective of an objective outsider, they would be viewed as independent. Examples of a ‘close connection’ include:
(i) They are or have within the last four years been actively involved in the organisation’s affairs, e.g. as a representative of a major sponsor or main funder. An exception is that the Chair can have been a Board Member during this time;
(ii) They are or have within the last four years been an employee of Active Surrey; or
(iii) They have close family ties with any of Active Surrey’s Board Members or senior employees.

Remuneration
This is a non-salaried position. Travel and other reasonable expenses will be reimbursed.

Location
Partnership meetings and events will be held throughout Surrey. There will be a need to attend regional meetings.

Term
Three years with the opportunity to be considered for reappointment for a second term. The Chair may serve a maximum of twelve years if they were previously or subsequently also a Board Member.

Time commitment
As a minimum, attendance and preparation for:
- An induction training event.
- Four meetings of the Board annually.
- Two Partnership events annually.
- Two other partner meetings or events such as conferences, launch events, etc.
- Regular contact with the Partnership’s Director, management team and Vice Chair of the Board.
Other appropriate contributions will be considered and agreed following appointment.
Purpose of role
The main duties of the Chair (supported by the Vice Chair) should include:

- Establishing and providing strategic leadership to a high performing Board.
- Defining the overall direction of the work of Active Surrey (the Surrey County Sports Partnership), setting targets and agreeing a business plan with partners.
- Being the public face of the Partnership, representing it and the Board to partners / at appropriate events.
- Ensuring that Board decisions are acted upon, that the Partnership is fit for purpose and that it achieves continuous improvement.
- Supporting and appraising the work of the Partnership's Director (with the Host Authority representative).
Main responsibilities

The main responsibilities of the Chair include:

- **Being the leading advocate for Active Surrey:** encourage member agencies to support, and invest in, the Partnership. Negotiate and influence agreed outcomes, make statements to member agencies, confirm decisions and help communicate policy.

- **Managing the Active Surrey Board:** Providing strategic leadership to a high performing Board, chairing its regular meetings and bringing together a diverse range of interests and partners to work together on a common agenda. Set meeting agendas which take full account of the issues and the concerns of all Board members, are forward looking, and concentrate on strategy and developing the Partnership, rather than focusing on management issues.

- **Ensuring that Board members receive accurate, timely and clear information:** to enable the Board to make sound decisions, monitor effectively and provide advice to promote the success of the county.

- **Managing Board meetings:** to ensure that sufficient time is allowed for discussion of issues, and where appropriate, arranging informal meetings beforehand to enable thorough preparation for Board discussion. It is particularly important that Board members have sufficient time to consider critical issues and are not faced with unrealistic deadlines for decision making.

- **Liaising with and supporting the Partnership’s Director and other management staff.** Note that formal day-to-day line management of the Director is conducted by the senior officer of the Host Authority.

- **Member Development:** taking the lead in inducting and developing individual Board members, with a view to enhancing the Board’s overall effectiveness as a team.

- **Member Engagement and Mobilisation:** Encouraging active engagement by all members of the Board. Setting tasks for members to assist in the achievement of the Board’s goals.

- **Performance Assessment:** Providing an assessment of performance of individual Board members on request, when they are being considered for reappointment or for appointment to the Board of another public body.

- **Planning and monitoring:** Present the business plan and annual reports to partners.

- **Code of conduct, duties and personal liability:** Abide by the code of conduct for all Active Surrey Board Members.
Person Specification – Chair

Experience
- Proven track record of leading and managing a multi-agency partnership or business.
- Proven track record in a high profile management role in the commercial, public or voluntary sectors.
- Involvement in the development of sport and physical activity.
- Networked with “movers and shakers” and capable and willing to use influence to benefit the Partnership.
- Experience of involvement with boards and committees and the governance role of non-executive directors.
- Experience of strategic and business planning and review mechanisms.
- Experience of public relations and working with the media.
- Proven track record in a similar position.
- Proven track record of working at a high level in one or more of the following:
  - Commercial / business development
  - Voluntary sector sport
  - Professional / performance sport
  - Marketing / communications
  - Ageing and living well
  - Education
  - Youth sector / children's services
  - Health / physical activity
  - Equity / social inclusion
  - HR / workforce development
  - Finance / sponsorship / fundraising
  - Governance / board development

Knowledge and Skills
- Ability to motivate and inspire others.
- Ability to build constructive relationships.
- Understanding of partnership working.
- Knowledge of the sport and physical activity sector.
- Understanding of local, regional and national government policy and networks relating to sport and physical activity.
- Understanding of organisational development and planning for business growth
- Ability to confidently present ideas and arguments and negotiate convincingly.
- Skilled communicator and negotiator.
- Ability and willingness to act as an advocate for sport to a broad audience.
- Understanding and commitment to equal opportunities and valuing diversity.

Personal Qualities
- Public respect.
- Passion for sport and physical activity.
- Independence.
- Influence and personal acumen.
- Objectivity.
- Discretion.
- Well connected networks.