Role Description – Ex Officio Board Member (AS Rep)

Title
Active Surrey Board Member.

Eligibility
An ex officio Member is a member of the Board by virtue of holding another office. There is one ex officio Member as follows: Director, Active Surrey.

The ex officio Member cannot Chair the Active Surrey Board.

Remuneration
This is an executive director level position. Board duties form part of the expectations of the salaried role of the Director.

Location
Partnership meetings and events will be held throughout Surrey.

Term
Ex officio Board Members will remain as such as long as they remain in office.

Time commitment
As a minimum, attendance and preparation for:
- An induction training event.
- Four meetings of the Board annually.
- Two Partnership events annually.
- Chair, or represent the Partnership, on time limited working groups or at conferences and launch events, etc.

Other appropriate contributions will be considered and agreed following appointment.

Purpose of role
The main duties of Board Members should include:
- Providing strategic leadership and being a visible role model for the Partnership.
- Contributing towards making the Board a high performing team.
- Championing a discrete portfolio, thematic area or aspect of the business plan.
- Contributing towards ensuring that the Partnership is fit for purpose and continuously improves.
- Supporting the Partnership's Chair and management team.
Main responsibilities

The main responsibilities of the Board Members include:

- **Strategy development**: Actively and constructively contributing to and challenging development of the Partnership’s strategy and business plans.
- **Decision-making**: Ensuring that, in reaching a decision, the Board takes into account any relevant guidance issued by regional and national agencies as well as recommendations from Partnership officers.
- **Delegated authority**: Ensuring that the Board operates within the limits of its delegated authority. Board members do not have any individual delegated authority.
- **Financial scrutiny**: Ensuring that administrative and other systems of financial control are rigorous and constantly maintained, monitored and developed.
- **Risk management**: Ensuring that risk management systems are robust and defensible so that major risks are identified and appropriately managed.
- **Policy setting and endorsement**: Setting policy and ensuring that operational management of the Partnership is carried out in accordance with the policies and procedures of the Partnership and its host agency.
- **Overseeing results**: Ensuring the delivery of planned results by monitoring and evaluating performance against agreed strategic objectives and targets.
- **Contributing to the work of the Board**: Providing effective leadership, contributing to the work of a high performing Board, and being an active team member.
- **Supporting the Chair, other Board Members, and other management staff.**
- **Being an advocate for Active Surrey**: encourage member agencies to support, and invest in, the Partnership.
- **Planning and monitoring**: Read and respond to the Partnership’s policies, plans, reports and proposals.
- **Code of conduct, duties and personal liability**: Abide by the code of conduct for all Active Surrey Board Members.
Person Specification – Ex Officio Board Member (AS Rep)

Experience

- Proven track record (and currently active) as the Director of Active Surrey.
- Proven track record of being involved in a multi-agency partnership or business.
- 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 Board and committees and the governance role of non-executive directors.
- Experience of strategic and business planning and review mechanisms.
- Experience of generating income and business growth.
- Experience of directing operations and gaining consensus.
- 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 public sector accountability.
- 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.