



# **INDEPENDENT CHAIR OF THE BOARD RECRUITMENT PACK**

**JULY 2025**

# INDEPENDENT CHAIR OF THE BOARD

**British Ice Skating, the National Governing Body for Figure Skating and Speed Skating in the UK, is looking to appoint an inspiring leader to help take Ice Skating to new heights.**

**At an exciting time for the association, following recent successes in hosting international events, growing participation in the sport, and achieving world-class performances from our talented elite skaters across the various disciplines, the position of Independent Chair to our Board is open to applications.**

As the sports landscape in the UK is both dynamic and challenging our priorities include maintaining the highest possible levels of service to our Members and external Stakeholders, organisational integrity, outstanding governance, and a welcoming and inclusive culture for all, whilst supporting athlete welfare and safeguarding standards as well as seeking new funding streams to ensure long term financial stability.

The Chair will lead the Board, CEO and Executive Team to facilitate delivering these objectives, providing inclusive leadership to the Association and Board through a period of significant change ensuring that the Board fulfils its duties and responsibilities in the effective and robust governance of the Company.

The Chair will ensure that the Board functions as a unit and works closely with the entire Executive of BIS to achieve agreed objectives. The Chair will act as the line manager for the Chief Executive and, where appropriate, challenge the Executive regarding operational matters.

The Chair, together with the Chief Executive, will act as an ambassador and be the public face of BIS.

British Ice Skating is committed to cultivating and delivering a culture of inclusivity and diversity. In recruiting for our team, we welcome the unique contributions all prospective applicants bring in terms of education, opinions, culture, ethnicity, sex, gender identity and expression, religion, disability, sexual orientation and beliefs.

For a more detailed view of British Ice Skating's organisational structure, governance activity and recent areas of work, including our 2024 Annual Report, visit: <https://www.iceskating.org.uk/governance>

## DEFINITION OF INDEPENDENCE

**BIS use the UK Sport Code of Sports Governance definition of independence:**

Independence refers to the state of being free from any close connection to the organisation, ensuring objectivity and impartiality. A person is considered independent if, from the perspective of an objective outsider, they would be viewed as such. Examples of a "close connection" that would compromise independence include:

- Being actively involved in the organisation's affairs within the last four years (e.g., as a representative of a specific interest group within the organisation, such as a sporting discipline, region, or home country).
- Employment with the organisation within the last four years.
- Having close family ties with any of the organisation's directors or senior employees.

A person may still be deemed independent even if they are a member of the organisation or play the sport.

Independence is crucial for ensuring objective scrutiny and decision-making within governance structures.

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## ABOUT BRITISH ICE SKATING

### OUR MOTTO

***Skate for gold, skate for fun, skate for life!***

### OUR MISSION

To establish a proactive organisation through robust governance, financial management, and utilising technology.

### HOW WE'LL GET THERE

By establishing investable programmes that enhance lives, promote inclusion, increase participation and deliver exciting performances on the world stage.

### ORGANISATIONAL OBJECTIVES

#### An NGB with an ethos of excellence

To establish a proactive organisation with robust governance, financial management, and effective utilisation of technology.

#### A household name

Create a national awareness of British Ice Skating as the driving force behind ice skating across the UK.

#### A route to success

Drive a culture of excellence from grassroots to world stage through a talent and performance pathway for coaches and skaters.

#### Grow through partnerships

Unlock future investment and support through increased stakeholder engagement.

#### A united and diverse workforce

To allow staff, coaches and volunteers the opportunity to flourish based on shared values and a developmental approach.

#### Our members and stakeholders

To deliver a high standard of service to both our members and external stakeholders ensuring we meet their objectives.

#### Create opportunities for all

Be at the heart of making ice skating accessible across the UK by creating and leading engaging programmes that break down barriers

Find out more about our  
10 year strategy at  
[www.iceskating.org.uk/strategy](http://www.iceskating.org.uk/strategy)



**26**

Staff Members



**2.1m**

Annual Operating Budget



**5800**  
Members

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## ROLE OVERVIEW

**Term of Office:** Four years.

**Remuneration:** The Chair role is voluntary. It is unpaid, though expenses will be refunded in line with the BIS Expenses Policy.

**Time Commitment:** Minimum of 20-30 days per annum.

## KEY RESULTS AREAS

- Chair meetings of the Board facilitating open discussion and debate bringing impartiality and objectivity to the decision-making process and ensuring a focus on strategy, added-value and accountability for the Executive.
- Ensure that the Board fulfils its duties and responsibilities delivering effective governance, including the clear delegation of matters where appropriate.
- Provide leadership of BIS and its Board ensuring that the Board sets the overall strategic direction of BIS.
- Appraise the performance of the Board and its members on an annual basis and act on the outcomes.
- Ensure that Board members are fully engaged and that decisions are taken in the best, long-term interests of BIS and that the Board takes collective ownership.
- Foster and maintain constructive relationships with and between the Board members.

## KEY RESPONSIBILITIES

### STRATEGIC LEADERSHIP & GOVERNANCE

- Develop BIS's strategic aims and objectives in accordance with its constitution, in partnership with the Board and the Chief Executive Officer.
- Act as an ambassador for BIS's strategic direction and promote its success.
- Ensure effective communication to BIS's members and stakeholders.
- Develop the knowledge and capability of the members of the Board, addressing and resolving any conflicts that may arise.
- Ensure that the Board has a regularly reviewed succession plan and incorporates the right balance of skills, knowledge and experience needed to govern and lead BIS effectively.
- Set and uphold the organisation's values, driving a positive and constructive working culture.

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## KEY RESPONSIBILITIES

### STRATEGIC LEADERSHIP & GOVERNANCE (CONTINUED)

- Liaise with the senior independent director on appropriate agreed matters.
- Ensure that the Board is able to 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 of BIS, with systems in place to ensure financial accountability.
- Ensure that any conflicts of interest at Board level are kept to a minimum and handled appropriately in line with BIS policy.
- Lead the Board performance review and implement an appropriate action plan.

### COMMUNICATIONS AND WORKING RELATIONSHIPS

- Work closely with the other Board Directors and the Chief Executive to agree the Board agendas and ensure that the Board meetings are well planned.
- Along with the Board, monitor the implementation of decisions taken at Board meetings.
- Develop and maintain an open and supportive relationship with the Chief Executive including having regular contact and being an active partner.
- Ensure that the Chief Executive has the opportunity for professional development and has appropriate external professional support, including carrying out their annual appraisal.
- Facilitate periodic strategy discussions to ensure alignment between the Board's objectives and the long-term vision of BIS.
- Actively participate in establishing external partnerships and fostering relationships that align with BIS's strategic goals and vision.
- Maintain close relationships with key stakeholders and influencers such as UK Sport, the International Skating Union and the Home Nations' Sports Councils.
- Represent BIS at external functions, meetings and events, acting as an ambassador for BIS at all times and a spokesperson when appropriate to promote the Association and the sport of ice skating.

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## GENERAL DUTIES OF DIRECTORS

### COLLECTIVELY AND INDIVIDUALLY WITH THE BOARD:

- To provide leadership of BIS as a company within a framework of prudent and effective controls which enable risk to be assessed and managed.
- To set the company's strategic aims, ensuring that the necessary financial and human resources are in place for the company to meet its objectives, and to review management performance.
- To set the company's values and standards and ensure that its obligations to its members, to the sport and to other stakeholders (including funders and all its statutory obligations) are understood and met.
- To exercise all reasonable care and judgement, and uphold the highest standards of integrity and probity, to safeguard the name and reputation of the company.
- To constantly seek to establish and maintain confidence in the conduct and performance of the company.
- To ensure the company accounts present a true and fair reflection of its actions and financial performance, and that the necessary internal financial control systems are put in place and monitored regularly and rigorously.
- To constructively formulate, debate and implement the company's aims and develop strategic proposals.
- To scrutinise the performance of operational management in meeting agreed goals and objectives and to monitor the reporting of performance against agreed strategic and operational plans and budgets.
- To develop a constructive working relationship with the Directors, CEO and Executive Team, providing support and guidance in areas of particular expertise and knowledge.
- To uphold the values of the company as an appropriate role model and to ensure, as a Board member, that they promote equality, diversity and inclusion for all its members, staff and other stakeholders.
- To proactively operate as a member of the Board in the decision-making process to ensure that full and complete consideration is given to all options during the process.
- Together with fellow Board Directors and the Chief Executive Officer to report to the association's membership annually.
- To attend BIS events and to represent the company externally where appropriate.
- To sit on such Board or other committees or working groups as shall be decided from time to time either by the Board and that fit his/her experience; and, if appointed to such a Board or other committee or working group, to adhere to the relevant terms of reference.

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## GENERAL DUTIES OF DIRECTORS (CONTINUED)

- To take responsibility for their own personal development, including maintaining a broad current knowledge of the work of BIS and undertaking training where appropriate.
- To declare any interest in any proposed transaction or arrangement, to avoid conflicts of interest, and not to accept benefits from third parties.
- To attend all Board and relevant Board Committee meetings unless exceptional circumstances prevail (please note: there are usually a minimum of four Board meetings each year).
- To attend BIS events and wider UK sports sector conferences, seminars and functions as required.
- To comply at all times with the Board Code of Conduct and relevant BIS policies.

## APPLICATION PROCESS

If you would like to have an informal chat about the role, please get in touch with our CEO Maggie Still at [maggie.still@iceskating.org.uk](mailto:maggie.still@iceskating.org.uk)

When you are ready to apply, please send a copy of your CV and a covering letter outlining how you meet the requirements of the role, plus a completed copy of the [BIS Equality Monitoring Form](#), to [maggie.still@iceskating.org.uk](mailto:maggie.still@iceskating.org.uk)

**Applications close Thursday July 31st 2025 at 5pm**

**Interviews for shortlisted candidates are provisionally planned to take place during the week commencing 11th of August**

