

Role Description

BIS Nominated Director – Figure: Synchro

Role Details.

<u>Title:</u>	Nominated Director – Figure: Synchro
<u>Type:</u>	Non-Executive Director elected by BIS Voting Members
<u>Reports to:</u>	Chair of the BIS Board
<u>Remuneration:</u>	Voluntary position with reasonable expenses paid

Specific Role of the Nominated Director – Synchro

1. To contribute their specialist knowledge, skills and experience in the ice skating discipline of Synchro to the BIS Board's:
 - 1.1. deliberations on, and formulation of, the company's strategy, policies, business plans and budgets for the sport of ice skating;
 - 1.2. review and setting of terms of reference for BIS's committees and of operational key performance indicators for BIS's CEO and staff; and
 - 1.3. monitoring and assessment of the operational delivery of the company's activities by BIS's CEO and staff and by the BIS Technical Advisory Committees.
2. To keep abreast of research, of current good practice and of ISU policies regarding the ice skating discipline of Synchro and the wider development of the sport.

General Role of BIS Board Directors (individually and collectively)

1. To provide leadership of BIS, as the company, within a framework of prudent and effective controls, which enable risk to be assessed and managed.
2. 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.
3. 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.
4. To exercise all reasonable care and judgement.
5. To uphold the highest standards of integrity and probity; and to safeguard the name and reputation of the company.
6. Constantly to seek to establish and maintain confidence in the conduct and performance of the company.
7. 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.
8. Constructively to formulate, debate and implement the company's aims and develop proposals on strategy.

9. 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.
10. To develop a constructive working relationship with the Chair, Directors, CEO and Executive Staff Team of BIS, providing support and guidance in areas of particular expertise and knowledge.
11. To uphold the values of BIS, as an appropriate role model and to ensure, as a Board member, that he/she promotes equality and diversity for all its members, staff and other stakeholders.

General Duties of BIS Board Directors (individually and collectively)

1. Proactively to 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.
2. Together with the Chair, fellow Directors and the CEO, to report to BIS's membership annually.
3. As and where appropriate, to attend BIS events and to represent the company externally.
4. 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.
5. To take responsibility, in conjunction with the Chair, for their own personal development, including maintaining a broad current knowledge of the work of BIS and undertaking training where appropriate, and to ensure that this remains a priority.
6. To comply at all times with the company's policies in relation to Health and Safety, Safeguarding and Equality.
7. To declare any interest in any proposed transaction or arrangement, to avoid conflicts of interest, and not to accept benefits from third parties.
8. To comply at all times with the BIS Board Code of Conduct.

Person Specification for the Nominated Director - Figure: Synchro

Skills and Experience	Essential	Desirable
Significant experience at a senior level in the ice skating discipline of Synchro, either as a Referee, Judge, Technical Controller, Coach, or Technical Specialist.	✓	
Experience and commitment to supporting and developing the sports from grass roots through to elite.	✓	
Knowledge of the international development of the ice skating discipline of Synchro.	✓	
Knowledge of sport development systems and structures within UK.	✓	
Knowledge of the rules and regulations within the ice skating discipline of Synchro.	✓	
Ability to effectively communicate and engage a wide range of stakeholders.	✓	
Excellent interpersonal skills, including the ability to work effectively within the Board and knowledge of how a Board should operate.	✓	
Experience of adhering to and promoting the highest standards of corporate governance and management.	✓	
The ability to listen sensitively to the views of others, inside and outside the Board, displaying good judgment and decisiveness in pressured circumstances and the skills and experience to influence decision making.	✓	
A proven ability to operate and plan at a strategic level.	✓	
Knowledge of, and enthusiasm for the sport of Ice Skating both at grassroots and elite level.	✓	
An understanding and acceptance of the legal duties, responsibilities and liabilities of Directorship.	✓	
The ability to question intelligently, debate constructively, challenge thoughtfully and decide dispassionately.	✓	

Role Requirements

Time Commitment: All Directors will be expected to commit a minimum of 10 - 20 days per annum to the role.

Attendance: All Board Directors will be expected to:

- attend all Board and relevant Board Committee meetings unless exceptional circumstances prevail (please note: there are usually 4 Board meetings each year);
- attend BIS events and wider UK sports sector conferences, seminars and functions as required.