



Senior Independent Non-Executive Director

The Organisation

The British American Football Association (BAFA) is the recognised National Governing Body for the sport of American Football in Great Britain, both contact and flag. BAFA is responsible for all regulatory, competition, performance, and development aspects of the game.

As part of long term succession planning BAFA is looking to bring on board a new Senior Independent Non-Executive Director.

The Role

Length of term: Elected every 4 years (a director may serve on the Board for a maximum of two terms of four years)

Position type: Voluntary with reasonable expenses paid

Commitment: The Board meets in person (or virtually) at least 4 times a year as well as monthly hourly board calls. This position will also be required to sit on the Audit Committee where meetings will take place 3-4 times a year. The time commitment will vary throughout the year but plan on a 1 day a month commitment.

The role of the Board is to supervise the management of the Association's business and to discharge the responsibilities of the directors under the Companies Act. The Board's main duties are to:

- Lead on Corporate Governance;
- Develop long term Strategic Plans;
- Support operational management and approve the annual operating plan and operating budgets;
- Supervise risk management and safety matters for the Association;
- Lead on our obligations regarding the Association's Stakeholder engagement strategy.

Within this role BAFA is seeking an individual with good corporate, financial and board experience.

Experience in any of the following would be helpful:

- Corporate Governance
- Commercial Experience
- Digital Marketing Strategy
- Legal

*Previous Board experience for this role would be highly beneficial.



Non-Executive Director Key Tasks and Duties

- To act as an unbiased, objective and impartial member of the Board, ensuring that all decisions taken are in the best long-term interests of BAFA, its stakeholders and employees.
- To offer advice and guidance in a consultative capacity to the Chief Executive and other Executive Directors and members of BAFA.
- To assist in the development of the organisation's strategy, ensuring this is implemented via effective policies and plans, whilst ensuring effective risk management and control processes are in place.
- To ensure that the organisation is run in a transparent and equitable manner.
- To ensure that the Board operates in line with accepted good practice in terms of Corporate Governance.
- To act in accordance with the Board of Directors' Code of Conduct at all times.
- Ensure that the Board fulfils its duties to safeguard the sound financial health of the organisation, with systems in place to ensure financial accountability.
- Carry out all duties in the best interests of the BAFA, and in a manner consistent with their legal duties.

Senior Non-Executive Director Duties

The Senior Independent Director is available to members if they have concerns regarding their membership of BAFA where contact through the normal channels of either Chair or Executive Directors has failed to resolve the matter or for which it is considered inappropriate.

The Senior Independent Director is responsible for carrying out the annual appraisal of the Chair

- To act as the main point of contact for members if they have concerns which the normal channels of communication with the Chair, Chief Executive or other executive directors has failed to resolve or for which such contact is inappropriate.
- To act as a sounding board for the Chairman and Chief Executive on board and member matters.
- To conduct the Chair's annual performance appraisal taking account of the views of the Non-Executive and Executive Directors
- To be the focal point for board members for any concerns regarding the Chair, or the relationship between the Chair and the Chief Executive.
- To act as a trusted intermediary for Non-Executive Directors where this is required to help them to challenge and contribute effectively to the success of the Society.
- To take the initiative in discussions with the Chair or other board members if it should seem that the Board is not functioning effectively.
- To take responsibility for an orderly succession process for the Chair and work closely with the nomination committee.



Key Competencies

- High level of integrity.
- Ability to think and act strategically.
- Excellent leadership skills.
- Be able communicate concisely, effectively and with transparency.
- Act as a positive role model for the sport.
- Take responsibility and be accountable for collective actions.
- Be able to work in partnership to develop solutions to challenges.
- Demonstrable commitment to ethics within sport.
- Demonstrable commitment to equal opportunities and equity.
- Have a sound awareness of fiduciary responsibility.
- Enthusiasm for sport /American Football.
- Ensure that the Board fulfils its duties to safeguard the sound financial health of the charity, with systems in place to ensure financial accountability.
- Review the annual budget and monitoring progress against targets.
- Report to the Board any financial irregularities, concerns or opportunities.

Eligibility

Any person possessing the necessary and appropriate experience in the key competencies and skills associated with being a non-executive director within BAFA is eligible to be nominated and/or to apply for the position provided they:

- Can meet the requirements of a Directorship under the Companies Act 2006.
- Are not excluded for any reason from holding a Directorship.
- Do not possess a criminal record inappropriate for the position within the sport.
- Have not previously been removed from the position of Director within BAFA or been dismissed from BAFA or any other NGB or related body.

Additional Responsibilities

Job descriptions cannot be exhaustive and the post-holder may be required to undertake other duties broadly in line with the above key responsibilities.

Diversity and inclusion

The British American Football Association embraces equality, diversity and inclusion both on and off the field of play, where everyone can bring their whole selves to the organisation. We encourage job applications from suitably qualified and eligible candidates irrespective of their age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, marriage and civil partnerships.



How to apply

If you are interested and meet the qualifications, please send your CV and cover letter to Nichole McCulloch, Chair at nichole.mcculloch@britishamericanfootball.org no later than the 17th of Oct. Interviews will be conducted shortly after.

You will be notified if shortlisted and interviews will be conducted shortly after.