



BAFA Company Secretary

The role

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

The organisation has been undertaking an exciting governance transformation over the past few years and there is an opening for the role of Company Secretary. This is an extremely important position within BAFA and we are looking for someone with a high level of integrity, and a strong background in either administration or within a company secretary function.

You will be accountable to the Chair and the Board of Directors. Your role is to ensure that the business of the Board is conducted smoothly and efficiently and advise the Board on procedural matters and assisting with the compliance with all statutory and legal requirements. You will be expected to conduct associated administrative duties on behalf of the Board and liaise with external organisations and community partners as required.

Responsible to: Nichole McCulloch – Chair of the Board

Length of term: Open

Position type: Voluntary

Suggested hours: Up to 10 hrs p/w (To attend all Board meetings, including monthly update Board calls, four 'in person' meetings per annum and the AGM. This role's time commitment will vary month to month)

Responsibilities

You will be required to organise the annual cycle of meetings in liaison with the Board and with its sub-committee administrators to prepare draft Board agenda and provide access to Directors to ensure that Board time is used effectively.

You will:

- Work effectively with the Chair of the Board of Directors, CEO, Chairs of Board Committees, and the wider Board of Directors before meetings, to prepare an agenda, taking account of all governance issues and focussing on NGB's improvement.
- Encourage the timely production of meeting papers and appropriate reports from other Directors and Member meetings and ensure the information is shared between Boards in a meaningful and timely manner.

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British American Football Association
3rd Floor, 44 Peter Street, Manchester
M2 5GP



- Produce, collate and distribute the agenda and papers to ensure the Directors receive these 7-10 days before meetings.
- Support committee administrators to ensure they are meeting their obligations for respected Board committees.
- Record attendance and take action regarding absences.
- Advise the Board of governance legislation and procedural matters.
- Prepare minutes of member and Board of Director meetings, clearly indicating responsibility for any agreed action.
- Record decisions accurately and objectively with timescales for action.
- Liaise with the relevant people prior to the next meeting to receive an update on progress of agreed actions.
- Ensure meetings are quorate.
- Circulate the reviewed draft to relevant parties within the timescale agreed.
- Follow-up any agreed action points with those responsible and inform the Chair of progress.

You will also act as an information manager, recording process and outcomes of collective decision making, storing Board records and you will be able to research and access information and expert advice to make informed decisions.

- Support the CEO in maintaining accurate records of BAFA volunteers and Board members.
- Produce a quarterly report for the CEO and Head of Communications updating them on decisions and news that effects the membership to be included in the quarterly newsletter.
- Maintain copies of current Terms of Reference, membership of committees and other relevant documents.
- Act as Company Secretary to BAFA with responsibility for completing statutory returns at Companies House.
- Inform the Board of any changes to its responsibilities as a result of a change in governance or legislative changes in conjunction with the Chair.
- Advise on the annual calendar of Board and Committee meetings and tasks.
- Advise committees in advance of expiry of a term of office, so that elections or appointments can be organised in a timely manner.
- Maintain meeting attendance records and advise Chair of potential disqualification through lack of attendance.
- Maintain a record of signed minutes of meetings and ensure copies are sent to relevant bodies on request and are published as agreed at meetings.
- Ensure copies of statutory policies and other documents approved by the Board are kept in the BAFA shared drive and published as agreed, for example on the BAFA website, where appropriate.



Requirements

- Experience providing secretarial and administrative support to Board / Senior Management / Governing Body level.
- Experience with minute taking.
- Knowledge of governance procedures and legislation helpful but not required.
- Experience in shorthand or speedwriting helpful.
- Able to compile well written and grammatically correct documents and letters.
- In-depth IT skills, including use of word-processing, spreadsheet, email applications.
- Able to attend all Board meetings.
- Strong written and verbal communication skills.

Key competencies

- To be a person of integrity.
- The ability to maintain confidentiality.
- The ability to remain impartial.
- To be sympathetic to the needs of others and supporting others fulfilling their role.
- To have an openness to learning and change, taking personal responsibility to keep up-to-date with legislation, etc.
- To have a positive attitude to personal development and training.
- To have good interpersonal skills, being a confident communicator.
- Able to deal effectively with a wide range of people in a courteous, helpful, confident but assertive manner and able to exercise high levels of tact and diplomacy.
- Able to use own initiative to make informed judgements with limited supervision and guidance.
- Emotional resilience in working within an environment where there are challenging behaviours.

Additional Responsibilities

Role 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 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 requirements of the role, please send your CV with two character references and a cover letter to Nichole.McCulloch@BritishAmericanFootball.org no later than the 26th of Jan 2022.

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