

# JOB DESCRIPTION

## CHAIR OF THE BOARD OF DIRECTORS

### TCHOUKBALL UK



#### THE ROLE

Tchoukball UK is seeking to appoint a Chairperson to its Board. Appointment is made for a period of four years, with the possibility of a second four-year term. The position is unpaid, but reasonable expenses are reimbursed.

The role of the Chair is to lead the development of Tchoukball UK's strategy and, with the rest of the Board, review the performance of the Senior Executive Team in meeting agreed goals and objectives. The Chair will also support the Chief Executive Officer, providing feedback and ensuring the operational side of the sport is aligned with the agreed strategy. They will act in accordance with the Tchoukball's By-laws and Articles of Association, and be a vocal representative of the sport, championing its growth in the UK.

The Board meets a minimum of four times a year, with additional meetings as and when required. We do not have any formal Board sub-committees, but members can set up ad hoc working groups when necessary. Meetings are currently online, with a post-Covid world likely to see at least 1-2 in-person meetings per year at a central UK location. In a normal year there will be 2 or 3 weekend events which the Chairperson will be encouraged to attend.

#### ELIGIBILITY

Tchoukball UK is committed to equal opportunities for all. We recognise that as an organisation we can do more towards representation and that by actively striving to achieve this we would enhance creativity, performance and legitimacy of the organisation. We therefore encourage applications from individuals regardless of age, disability, sex, gender reassignment, sexual orientation, parental circumstances, race, religion or belief, or relationship status.

#### ABOUT TCHOUKBALL UK

Tchoukball UK is the National Governing Body (NGB) for the sport of tchoukball in the United Kingdom. Tchoukball UK is a trading name of Tchoukball UK CIC – a Community Interest Company operating under the regulation of the United Kingdom government. As an NGB, Tchoukball UK works to deliver the sport of tchoukball to the education sector and develop clubs within the community throughout the UK. This includes, but is not limited to, those in education at any level, sports clubs and societies and elite programmes.

#### OUR HISTORY

Tchoukball UK was founded in 1971 as the British Tchoukball Association (BTBA). Over the next 20 years, BTBA oversaw the successful growth of tchoukball in the Hampshire region and subsequently East Anglia. With a decline in tchoukball across the world in the 1990s, a new group of players re-launched tchoukball in 1999 and attended the first World Championships in over 10 years in Geneva 2000. Since then we have sent international teams to every major competition and grown to over 13,000 active players in schools, colleges, universities and clubs. In 2021, we submitted our bid to be a recognised sport by the UK sports councils (Sport England, Sportscotland, Sport Wales and Sport Northern Ireland). See our [website](#) for a timeline of key milestones in Tchoukball UK's history.

# **JOB DESCRIPTION**

## **CHAIR OF THE BOARD OF DIRECTORS**

### **TCHOUKBALL UK**



#### **ROLE DESCRIPTION**

The role includes the following duties and responsibilities:

#### **STRATEGIC LEADERSHIP**

- Provide leadership to the Board, ensuring that each Board member fulfils their duties and responsibilities for the effective governance of Tchoukball UK.
- Provide clear strategic direction, ensuring that the Board operates within its objectives.
- Challenge the Board and the Chief Executive Officer on decision making, both past and future, to ensure that Tchoukball UK continues to operate effectively.
- Ensure that systems are in place so the Board is able to regularly review major risks and opportunities for the organisation.
- Work with the Board to ensure the sound financial health of Tchoukball UK.

#### **GOVERNANCE**

- Develop the knowledge and capability of the Board members to ensure effective governance for the organisation.
- Encourage positive change and, where appropriate, address and resolve any conflicts within the Board.
- Appraise the performance of the Membership Directors on an annual basis.
- Ensure that the Board of Directors is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead the organisation effectively.
- Review Tchoukball UK's policies and procedures and, where appropriate, challenge for change and improvements.

#### **BOARD MANAGEMENT**

- Chair meetings of the Board of Directors effectively and efficiently, bringing impartiality and objectivity to the decision-making process.
- Ensure that all Board members are fully engaged and that decisions are taken in the best, long-term interests of Tchoukball UK and that the Board takes collective ownership.
- Work closely with the Chief Executive Officer to give direction to Board policymaking and to ensure that meetings are well planned, meaningful and reflect the responsibilities of the Board.
- Monitor that decisions taken at meetings are implemented.

#### **RELATIONSHIP WITH CHIEF EXECUTIVE OFFICER**

- Establish and build a strong, effective and a constructive working relationship with the Chief Executive Officer, ensuring they are held to account for achieving agreed strategic objectives.
- Support the Chief Executive Officer, whilst respecting the boundaries which exist between the two roles.
- Ensure regular contact with the Chief Executive Officer and develop and maintain an open and supportive relationship within which each can speak openly about concerns and challenges.
- Conduct an annual appraisal for the Chief Executive Officer in consultation with other Non-Executive Directors on the Board.
- Ensure that the Chief Executive Officer has the opportunity for professional development.

#### **EXTERNAL RELATIONS**

- Act as an ambassador and spokesperson for Tchoukball UK.
- Represent Tchoukball UK at external functions, meetings and events as required.

# **JOB DESCRIPTION**

## **CHAIR OF THE BOARD OF DIRECTORS**

### **TCHOUKBALL UK**



#### **PERSON SPECIFICATION**

##### **KNOWLEDGE AND EXPERIENCE**

- Experience of strategic leadership, ideally within a sporting environment.
- Experience of working within a Board of Directors, either professionally or voluntary.
- Knowledge of the UK sporting landscape and the Code for Sports Governance.
- Understanding of the challenges faced by grassroots sporting organisations.
- Experience of building effective stakeholder partnerships and alliances.
- Understanding of driving diversity and inclusion within organisations.
- Broad understanding of business performance, people management, leadership, evaluation and scrutiny.

##### **SKILLS AND ABILITIES**

- Effective leadership skills, with the ability to engage and motivate staff and volunteers and foster a collaborative team environment.
- Excellent communication skills with the ability to network effectively and influence stakeholders.
- Ability to plan, implement and review an effective strategy for Tchoukball UK.
- Ability to make business decisions focused on social impact while maintaining financial stability.

#### **TO APPLY**

Please send us a letter of application detailing how you meet the above criteria and your motivation for joining us along with a CV detailing your relevant experience for the role. Please also include the name and contact details of two referees (these will be contacted post-interview pending your confirmation).

Applications or questions regarding the role should be sent to TUK Operations Director, Richard Jackson at [richard.jackson@tchoukball.org.uk](mailto:richard.jackson@tchoukball.org.uk)

The closing date for applications is **23:59 on Wednesday 1 September 2021**. Shortlisted candidates will be invited to attend an interview panel w/c 13 September. An alternative date may be offered at the panel's discretion. All interviews will take place online. Following references and approval by the Board, the successful candidate will start their onboarding by the end of September 2021.