

Board member

Job Description

Job Title: Board Director

Salary scale: Voluntary – reasonable expenses

Employer: Jamaica Bobsleigh and Skeleton Federation

Accountable to: Chair

Place of work: Most of the meetings are in based in Kingston. Board members may join electronically. One meeting a year will be hosted at a race location in North America

Hours of work: Eight meetings a year, plus a strategy weekend.

Role summary

Ensuring an appropriate level of governance is maintained in the organisation, including reviews of vision and strategic plan

Delegating authority to management to implement policy and strategy

Ensuring the best interest of the sports are represented both nationally including through the NOC and internationally through the IBSF

Main tasks and activities

Develop and review the Strategic and Operational Plans of the JBSF on an on-going basis, at a minimum annually and communicate the Plans to interested stakeholders as and when requested;

Review Governance and Self-Assurance requirements in accordance with good practice, at least annually or as required by key stakeholders;

Ensure the integrity of financial information and financial controls and systems of risk management, reviewing them at least annually;

Review of budgets and financial information to be filed, as per statutory regulations, at least annually;

Regular review of banking, audit and insurance arrangements, at least annually;

Review the internal controls both financial and other, at least annually;

Scrutinise the performance of management in meeting agreed goals and objectives and monitor the reporting on their performance, at least annually;

Set and regularly review the remuneration of all JBSF employees, at least annually;

Account to the JBSF Shareholders for the performance of the Federation and report at least annually;

Ensure that the long term wellbeing of the organisation is foremost, particularly in terms of succession planning and the retention of key staff and personnel.

All Board members must

- » Comply with the Board terms of reference, and ensure they understand their duties, rights and responsibilities;
- » Be familiar with the function and role of the JBSF and any relevant procedures, rules and regulations;
- » Not misuse information gained in the course of their service for personal gain or for political purpose, nor seek to use the opportunity of service to promote their private interests or those of connected persons, firms, businesses or other organisations;
- » Undergo relevant induction training.

All Board members are expected to meet the highest standards of integrity. A fit and proper purpose assessment will be performed on all Board members as part of the recruitment process. This will include a self-declaration covering bankruptcy. A copy of proof of identity will be retained.

The post holder shares with all colleagues the responsibility:

- » for making suggestions to improve the working situation and contribute to positive employee relations within their area of work and the JBSF as a whole;
- » to cooperate with measures introduced to ensure there is equality of opportunity in employment and sports equity; and in addition for post holders with a management responsibility to encourage their staff to ensure that they comply with all aspects of the equal opportunities in employment and sports equity policies and practices.
- » for ensuring that the working environment is free of sexual, social and racial harassment and intimidation and any other form of harassment constituting unacceptable behaviour which is personally offensive.
- » to comply with all aspects of the JBSF Health and Safety Policy and arrangements.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the

organisation.

Person specification

Key skills, experience and qualifications required:

- » Experience on governance of organisations is essential and legal knowledge of experience would be an advantage
- » Knowledge and experience of marketing commercial rights for products or services would be an advantage for one of the roles
- » Experience or an understanding of the demands of sport governing bodies would be preferable
- » Knowledge of working in a role in a not-for-profit organisation
- » Ability to challenge complex problems in an organisational setting through evaluation and analysis of information and the setting of strategic direction

Behavioural competencies and qualities required:

- » Strategic perspective, vision and ability to work positively within a team;
- » Demonstrable drive and commitment;
- » Strong interpersonal, communication and negotiation skills and the ability to develop effective, sustainable partnerships;
- » Selflessness, integrity, objectivity, accountability, openness, honesty and leadership (Nolan Principles)
- » A commitment to the sports and organisations associated with JBSF;
- » Strong intellectual and analytical ability; innovative thinker and ability to focus on specific issues;
- » Dynamic, enthusiastic and energetic;
- » Resilience and ability to make things happen;
- » A willingness to devote the necessary time and effort;
- » A willingness to be an ambassador for the organisation and the sports.