

# INDEPENDENT CHAIRPERSON – ROLE DESCRIPTION AND PERSON SPECIFICATION

## Overview

All members of the Canoe Wales Board are required to:

- Ensure Canoe Wales’ vision, values and standards and its obligations to the whole membership, staff and other parties are fully understood and met;
- Ensure Canoe Wales’ strategic aims and necessary resources (financial and others) are in place in order for the organisation to meet its objectives and review management performance;
- Provide leadership of the organisation within a framework of prudent and effective controls which allow risk to be assessed and managed to ensure compliance with company and other statutory laws that apply;
- Ensure that the company’s obligations to outside stakeholders are understood and met.

In addition to the above, Canoe Wales Director roles contain the following key elements:

STRATEGY	All Board members should constructively challenge and help develop proposals on the organisation’s strategy.
PERFORMANCE	Board members should scrutinise the performance of both volunteers and staff when looking at whether agreed goals and objectives have been met and monitor the reporting of performance.
RISK	Board members need to be able to satisfy themselves on the integrity of the financial information and that financial controls and systems of risk management are robust and defensible.
PEOPLE	Board members have a key role in identifying skills gaps and in succession planning.

Canoe Wales Board members should constantly seek to establish and maintain confidence in the conduct of all areas of Canoe Wales activities. They must be independent in judgement and have an enquiring and open mind.

The Chairperson is responsible to the Canoe Wales Board.

## Purpose of Chairperson Role

- To be a Director of Canoe Wales.
- To provide strong and effective leadership to the Board and Canoe Wales.

- To ensure effective governance throughout the organisation.

## Specific Responsibilities

- Provide line management of the CEO;
- Work closely with the CEO to oversee the management of the Canoe Wales Strategic Plan and all related action plans;
- Ensure when taking decisions the Board takes proper account of guidance given by staff and appropriate outside bodies;
- Be conversant with the Articles of Association and regulations of Canoe Wales, together with the procedure for conducting meetings;
- Through the CEO and staff, ensure new appointees to the Board of Directors are fully briefed on the terms of their appointment, and on their duties, rights and responsibilities;
- Ensure the Board has a proper balance of professional, financial and other expertise, together with due regard to the principals of equality and diversity;
- Ensure there is a Code of Conduct in place to ensure Board members, staff and other volunteers operate on the best practices of openness and fairness;
- Ensure that the Canoe Wales administration, planning and budgeting procedures are carried out in accordance with the Canoe Wales Strategic Plan and the agreed policies of Canoe Wales;
- Attend meetings with strategic partners including Sport Wales and British Canoeing as required.

## Skills and Experience

### Essential

- Excellent leadership and management skills, including the ability to effectively chair meetings and manage discussions to achieve a group decision
- Excellent communication skills, with a talent for writing clearly and the confidence to speak in front of groups of all sizes
- Ability to quickly familiarise yourself with the key issues facing Canoe Wales and the sporting landscape in which it operates
- Some knowledge of the statutory requirements for limited companies
- Experience handling sensitive and confidential issues
- Ability to attend Canoe Wales events, functions, meetings etc. as appropriate
- 3 to 5 years of experience working at senior management/leadership level

### Desirable

- Experience and skills in corporate or charity governance, including previous experience on a charity or corporate board
- Experience managing a staff team and/or working closely with a CEO in a supervisory role

### Values

- Uphold the highest ethical standards of integrity and probity
- Support other Board members in their leadership of the organisation whilst monitoring their conduct
- Question intelligently, debate constructively, challenge rigorously and decide dispassionately
- Listen sensitively to the views of others inside and outside the Board
- Gain the trust and respect of other Board members and staff
- Promote the highest standards of corporate governance and seek best practice wherever possible