

National Ice Skating Association of the United Kingdom Limited ("the Company") trading as: BRITISH ICE SKATING ("BIS")

Role Description

Vice Chair of BIS

Role Details.

<u>Title:</u>	Vice Chair of BIS
<u>Reports to:</u>	Chair of BIS
<u>Remuneration:</u>	Voluntary position with reasonable expenses paid

Role of Vice Chair of BIS

1. The Vice Chair of BIS is a non-executive Nominated Director position, elected by the Voting Members of BIS for a four year term of office.
2. Since the BIS Board (the "Board") has appointed an Independent Chair of BIS, the Vice Chair may take on the title and role of President of BIS, in order to ensure BIS meets its international representation commitments as a Member Federation within the International Skating Union.
3. The Vice Chair will also undertake other duties, as delegated by the Chair, to ensure delivery of Board commitments.
4. When required, the Vice Chair will chair meetings of the Board effectively and efficiently, bringing impartiality and objectivity to the decision making process and ensuring a focus on strategy, performance against the strategy, added-value and accountability.
5. The Vice Chair of BIS will act as an ambassador and spokesperson for BIS's strategic direction, and promote its success, at internal and external functions, meetings and events as and when required.

General Role of BIS Board Directors (individually and collectively)

1. To provide leadership of BIS, as the company, within a framework of prudent and effective controls, which enable risk to be assessed and managed.
2. To set the company's strategic aims, ensuring that the necessary financial and human resources are in place for the company to meet its objectives, and to review management performance.
3. To set the company's values and standards and ensure that its obligations to its members, to the sport and to other stakeholders (including funders and all its statutory obligations) are understood and met.
4. To exercise all reasonable care and judgement.
5. To uphold the highest standards of integrity and probity; and to safeguard the name and reputation of the company.
6. Constantly to seek to establish and maintain confidence in the conduct and performance of the company.

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7. To ensure the company accounts present a true and fair reflection of its actions and financial performance, and that the necessary internal financial control systems are put in place and monitored regularly and rigorously.
8. Constructively to formulate, debate and implement the company's aims and develop proposals on strategy.
9. To scrutinise the performance of operational management in meeting agreed goals and objectives and to monitor the reporting of performance against agreed strategic and operational plans and budgets.
10. To develop a constructive working relationship with the Chair, Directors, CEO and Executive Staff Team of BIS, providing support and guidance in areas of particular expertise and knowledge.
11. To uphold the values of BIS, as an appropriate role model and to ensure, as a Board member, that he/she promotes equality and diversity for all its members, staff and other stakeholders.

General Duties of BIS Board Directors (individually and collectively)

1. Proactively to operate as a member of the Board in the decision-making process to ensure that full and complete consideration is given to all options during the process.
2. Together with the Chair, fellow Directors and the CEO, to report to BIS's membership annually.
3. As and where appropriate, to attend BIS events and to represent the company externally.
4. To sit on such board or other committees or working groups, as shall be decided from time to time either by the Board and that fit his/her experience; and, if appointed to such a board or other committee or working group, to adhere to the relevant terms of reference.
5. To take responsibility, in conjunction with the Chair, for his/her own personal development, including maintaining a broad current knowledge of the work of BIS and undertaking training where appropriate, and to ensure that this remains a priority.
6. To comply at all times with the company's policies in relation to Health and Safety, Safeguarding and Equality.
7. To declare any interest in any proposed transaction or arrangement, to avoid conflicts of interest, and not to accept benefits from third parties.
8. To comply at all times with the BIS Board Code of Conduct.

Person Specification

Skills and Experience	Essential	Desirable
Wide experience and deep commitment to supporting the development of the sport of Ice Skating from grass roots through to elite	✓	
Extensive knowledge of the international development of Ice Skating and its disciplines	✓	
International official or coach with already developed relationships with ISU officials		✓
Knowledge of sport development systems and structures within UK.	✓	
Ability to effectively communicate and engage a wide range of stakeholders.	✓	
Excellent interpersonal skills, including the ability to work effectively within the Board and knowledge of how a Board should operate.	✓	
Experience of adhering to and promoting the highest standards of corporate governance and management.	✓	
The ability to listen sensitively to the views of others, inside and outside the Board, displaying good judgment and decisiveness in pressured circumstances and the skills and experience to influence decision making.	✓	
A proven ability to operate and plan at a strategic level.	✓	
Knowledge of, and enthusiasm for, the sport of Ice Skating both at grassroots and elite level.	✓	
An understanding and acceptance of the legal duties, responsibilities and liabilities of Directorship.	✓	
The ability to question intelligently, debate constructively, challenge thoughtfully and decide dispassionately.	✓	

Role Requirements

Time Commitment:

All Directors will be expected to commit a minimum of 10-20 days per annum to the role.

Attendance: All Directors will be expected to:

- Attend all Board and relevant Board Committee meetings unless exceptional circumstances prevail. There are usually 4 Board meetings each year;
- Attend BIS events and wider UK sports sector conferences, seminars and functions as required.

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