



## **Think Active CSW**

### **Role description & Person Specification – Chair of Think Active Board**

**Responsible to: The Think Active CSW Board of Trustees**

#### **Title:**

Chair of the Board of Trustees of Think Active, the Active Partnership for Coventry, Solihull & Warwickshire

#### **Remuneration:**

This is a non-salaried position. Travel and other reasonable out-of-pocket expenses will be reimbursed for attendance at official meetings and events on behalf of Think Active.

#### **Location:**

Meetings will be held throughout Coventry, Solihull & Warwickshire. Travel to other parts of the country may be required as necessary to undertake the role of Chair.

#### **Term:**

Three years initially, up to a maximum of three, three-year terms. There must be a gap of one year off the board in between terms 2 and 3.

#### **Time commitment:**

Attendance and preparation for:



- An induction training session
- A minimum of 4 and a maximum of 8 meetings of the Board annually
- Regular liaison and meetings with senior management (monthly in-person or virtual meetings);
- Where appointed a member, meetings of any subgroups or time-limited action groups;
- Occasional Think Active events/sessions (approx. 4 per year);
- Occasional Partner, Sport England or Active Partnerships events, representing Think Active as required (approx. 4 per year);
- Progress review meetings with Sport England (currently 1 per year);
- Board development and evaluation time;
- Business Planning and Think Active development time;
- Undertaking line management duties and managing appraisals for the Director.

### **1. Role Purpose**




In addition to fulfilling the requirements of the role of Board Member, the Vice Chair plays a lead role in shaping the Board's development as a strong team, working in a complementary way with the Chief Executive Officer's leadership of their team, to encourage quality discussions and debate.

## **2. Core Responsibilities**





### **2.1 Strategic Direction**

-  The Chair provides strategic leadership to the Board and to the organisation as a whole, working with the Chief Executive Officer to ensure that the design of the Board's work supports achieving Think Active CSW's outcomes.
-  Ensures the Board sets Think Active's vision, mission, values and standards and that its obligations to its stakeholders and others, including any funders, are understood and met.






### **2.2 Effective governance**

-  Ensures that the Board delivers its key strategic role and provides effective governance of the organisation, securing its viability and sustainability, and looking to maximise its effectiveness, within the scope of its Terms of Reference.
-  Promotes good governance and ensures that Think Active's affairs are conducted in accordance with generally accepted codes of performance and propriety.
-  Contributes to the effective governance of Think Active through leadership, delegation and the membership of committees or sub-groups.


### **2.3 Promoting the organisation**



-  Contributes to the promotion and positioning of the organisation with a wide range of external stakeholders.
-  Acts as an ambassador for Think Active CSW externally and help build its brand and public image, ensuring an effective local and regional profile in consultation with the Chief Executive Officer.
-  Represents Think Active with key stakeholders, such as Sport England or other influential decision-makers.
-  Attends ad-hoc meetings as required (for example stakeholder meetings) to promote the values and purpose of the organisation.

### **2.4 Conduct of the Board's business**




-  Ensures that the business of the Board is conducted efficiently.
-  Ensures that Board members are given the opportunity to express their views and their views are sought before important decisions are taken.
-  Deals with all necessary paperwork associated with the function of the Board & Board meetings.
-  Ensures that the Board seeks and receives professional advice when it is needed from external sources.
-  The Chair may be required to take necessary decisions on behalf of the Board, in accordance with agreed urgency arrangements.

### **2.5 Working with the Chief Executive Officer**

-  Ensures that a constructive working relationship is established with and support provided for the Chief Executive Officer.

-  Ensures that the Board makes proper arrangements to appraise the performance of the Chief Executive Officer, to set objectives and to determine the remuneration for this role.
-  When necessary (e.g. following a resignation) ensures that any new Chief Executive Officer is recruited in a timely and orderly manner in line with Think Active CSW's recruitment policy and considerate of Sport England requirements and involvement.








## **2.6 Developing the Board team**

-  Considers what the business needs from non-executive skills and take an active role in Board renewal, recruitment and succession planning.
-  Ensures that annually the performance of individual Board members and the Board's collective performance, is evaluated.
-  Establishes a constructive working relationship with the Vice Chair and the Senior Independent Director.

**CORE COMPETENCIES:**

**Person specification – Chair of Think Active Board of Trustees**

In addition to fulfilling the requirements of a Board Member, the Chair will demonstrate the following:

<b>CORE COMPETENCIES:</b>	
<b>Leadership</b>	Exceptional leadership skills. Ability to inspire confidence.
<b>Strategic thinking</b>	Demonstrates strategic vision, thinking, foresight and insight. Can encourage the Board to think about the level of risk it can entertain to achieve organisational objectives and has ample experience of business planning and review.
<b>Judgement</b>	Proven track record of providing clear, independent, balanced advice and guidance with the ability to challenge constructively.
<b>ABILITY, SKILLS AND KNOWLEDGE:</b>	
 Experience of chairing Boards or committees and knowledge of good governance.	
 Proven track record of leading an organisation or having high level management experience in the commercial, educational, public or voluntary sector.	
 Understanding of the sport and physical activity landscape and the issues currently influencing it.	
 A strategic thinker, who can apply creative and imaginative solutions, with good judgement and a commitment to results.	
 Skilled at bringing people together to generate a strong team spirit, able to work collaboratively, building consensus and encouraging ‘cabinet style’ decision making.	
 Financial proficiency and IT literate. Good background in corporate skills.	
<b>PERSONAL ATTRIBUTES:</b>	
 The Chair should either live or work within Coventry, Solihull or Warwickshire.	