

## Chairperson Role Profile

The Chairperson of the Guernsey Island Amateur Athletics LBG (GIAAC) is required to provide guidance and support to the Board of Directors in directing the affairs of the LBG. The Chairperson will be responsible for directing the vision and strategy and the plans, policies and financial investment required to ensure the Board achieves the LBGs stated aims.

As such, the Chairperson is accountable to the LBG membership and is subject to reapplication for the role at the next annual general meeting.

The post requires a commitment to attend and lead Board Meetings that occur on a six-weekly basis. The role of the Chairperson includes the following specific responsibilities:

- Chairing regular Board meetings and the Annual General Meeting (AGM)
- Approve the agenda for Board meetings and the AGM
- Taking into consideration skills, experience and diversity of the directors & ensuring the board is fit for purpose
- Actively support the development and implementation of our strategy and business plan
- Ensure that GIAAC fulfills its responsibilities to safeguard children and vulnerable adults
- Acquire and maintain a detailed understanding of the Mem and Articles of Association
- Acquire and maintain an understanding of the legal responsibilities of the LBG.
- Ensure diversity and inclusivity initiatives and programmes are embedded within the GIAAC strategy

In addition to the specific attached to the position, the Chairman shall also have the additional following responsibilities as a Director of the LBG:

- To serve as a Director of the Company for the agreed term and to actively participate in its strategic management;
- To execute the responsibilities of a Company Director in accordance with the **Companies (Guernsey) Law, 2008** and other relevant legislation;
- To safeguard the interests of the membership and stakeholders of the LBG;
- To ensure that the Board adheres to its objectives to deliver the agreed strategy and business plan and review performance against those objectives annually
- To ensure the effective implementation of Board decisions by the Directors and staff, holding them to account for the effective management and delivery of the LBG's strategic aims and objectives;
- To oversee the management of risk to the LBG, including matters of Health and Safety and Finance based risk;
- To oversee the implementation of all safeguarding policies and procedures;
- To develop and maintain an effective corporate governance structure for the LBG;
- To monitor the financial affairs of the LBG through reports provided by the Finance Director
- To contribute to constructive debate on all Board matters and respecting the collective decision-making process
- To be respectful of other people's opinions and their right to raise them
- To promote equality and diversity of opportunity throughout the LBG
- To fully participate in Board induction, training or development and performance monitoring
- To perform other responsibilities as assigned by the Board
- To contribute to the good governance of the Board

**The following skills, knowledge and experience are required for the Chairperson of the LBG:**

- Strong and effective leadership, decision-making and management skills
- The ability to motivate and direct the Board of Directors
- Effective and efficient time management at meetings to ensure productivity and purpose is retained
- The ability to develop and monitor organisational strategy
- The appropriate use of knowledge and experience to make informed decisions to the benefit of the LBG
- The ability to lead debates and discussions and challenge in a constructive and effective manner
- Excellent interpersonal skills
- The ability to form strong, productive relationships both internally and externally to the benefit of the LBG
- An understanding of and commitment to the delivery of the England Athletics and Guernsey Sports Commission's strategy and objectives.
- A sound understanding of the volunteer / professional relationship and how this can best combine to support the work of the LBG
- Have an interest in athletics

**In addition, the Chairperson will possess significant skills in one, or more, of the following areas:**

- Strategic Planning
- Financial Management
- Business Planning
- Marketing and Communications
- Human Resources
- Law
- Technology
- Commercial Development
- Property or Facilities
- Charity or Fundraising
- Sales and Marketing
- Equality, Diversity or Volunteering for good causes
- Safeguarding