

Chair of Events & Competitions Committee

Job Description



Job description		
1.	Job title	Chair of Events & Competitions Committee
	Location	Home based, needs to attend meetings.
	Responsible to	The Chair of Events & Competitions Committee will report to the Chair of the Board of Directors.
	Responsible for	The Chair will have vital leadership, strategic and management functions in British Orienteering
	Contractual Status	Voluntary (up to 8 hours per month)
	Salary	Voluntary
2.	Role summary	<p>The Chair of Events & Competitions Committee will be responsible for:</p> <ul style="list-style-type: none"> • The Chair will have vital leadership, strategic and management functions in British Orienteering. The appointment of the Chair will be by the Board for a term of three-years (and up to a maximum of three consecutive terms) in a voluntary capacity. • The key to a successful committee, even with dedicated committee members and solid objectives, is the chair. The smooth management and creative achievements of the committee are in direct relation to the chair's ability to lead and direct the committee's functions and work closely with the programme staff involved. To be effective the committee needs a chair who will accept responsibility while encouraging others to offer thoughts and recommendations on the committee's activities.
3.	Key responsibilities and main tasks and activities	<ul style="list-style-type: none"> • Ensure the committee works with programme staff to set and then oversee the implementation of the operational plan to deliver the vision and strategy, as determined by the Board • Provide leadership to the committee • Ensure that the work of the committee is consistent with its agreed remit and that issues of interest to other committees (or to the wider organisation) are appropriately

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		<p>referred.</p> <ul style="list-style-type: none"> • Plan committee meetings: The chair consults with the staff liaison and other key members of the committee in planning the committee's agenda within the framework of the committee's responsibilities. The entire program of committee work responsibilities should be thoroughly reviewed so that individual committee assignments can be made effectively. • Ensure committee members have the information they need to make informed decisions. • Conduct all committee meetings: The chair directs the committee's work; he/she maintains the group's focus, stimulates group thinking, encourages and channels discussions, ensure that all committee members contribute, weighs the value of expressed ideas and suggestions, summarizes constructive suggestions and seeks out decisions by consensus where possible. • Maintain records and information: The chair ensures that accurate minutes are kept, actions recorded, necessary reports prepared and a record of committee work maintained. In addition the chair remains constantly informed regarding the progress of individual committee members' assignments. • Getting Action: The chair must motivate members toward active participation and involvement in committee activities. With overall objectives in mind, the chair must channel the interests and talents of individual committee members into productive efforts and ensure necessary follow-up action. • Monitor the implementation of agreements and action points from previous meetings. • Consult with other committee members providing advice and support. • Ensure all new committee members receive a thorough orientation to the work of the committee and are provided with appropriate support. • Act as the committee's lead representative or spokesperson: explaining aims, plans and actions and when necessary, safeguarding the good name of British Orienteering. • Determine the composition and structure of the committee is fit for purpose and encourage diversity in the membership of the committee.

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		<ul style="list-style-type: none"> • Support, on completion of the term of office, the incoming chair through the provision of advice and de-brief.
4.	General information	<ul style="list-style-type: none"> • A willingness to devote the necessary time and effort (up to 8 hours per month is required) • Enthusiasm • Patience <p>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.</p>

Chair of Events & Competitions Committee

Person Specification



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1. Experience	
Essential	<ul style="list-style-type: none"> • Business that is focussed on people and service delivery whether public, not for profit or private sector(s) • Membership of committees or governing bodies in the public, not for profit or private sector(s) including acting as Chair or Vice-Chair. • Experience of a senior role within a major private, public or voluntary sector organisation in a management and/or Committee/Board capacity.
Desirable	<ul style="list-style-type: none"> • Sport • Management and/or leadership in either a voluntary or employment capacity.
2. Knowledge	
Essential	<ul style="list-style-type: none"> • Knowledge of the sport sector generally and of the work of the committee specifically.
Desirable	
3. Skills and abilities	
Essential	<ul style="list-style-type: none"> • Ability to chair meetings impartially, effectively and inclusively. • Strong inter-personal skills, including the ability to motivate others and the ability to develop a positive and professional relationship with members of all British Orienteering committees and staff. • Ability to lead strategically and delegate effectively. • Good, independent judgement. • Ability to think creatively. • Ability to work effectively as a member of a team. • Tact and diplomacy. • Effective communication skills in a variety of settings (from 1:1 conversations to group consultations and complex negotiations). • Good organisational skills.
Desirable	

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4. Commitment to	
Essential	<ul style="list-style-type: none"> • British Orienteering’s vision, aims and objectives • British Orienteering’s values • The work of British Orienteering and the committee • The sport sector and the benefits of sport to the community
Desirable	

**Closing date for all applications:
12.00 pm Friday 30th September 2011**