

BOWLS SCOTLAND BOARD DIRECTOR – ROLE DESCRIPTION

Role Title:	Chairperson
Role Status:	Voluntary
Key Relationships:	<ul style="list-style-type: none"> ▪ Bowls Scotland Board Directors ▪ Bowls Scotland CEO and Staff ▪ External Agencies ▪ sportscotland ▪ Clubs ▪ Volunteers
Purpose:	To provide strategic leadership and management to support the organisation in the fulfilment of its Vision of 'Bowls – at the heart of your community'.
Time Commitment:	<p>Chair up to six Board meetings per year and the Bowls Scotland AGM, as well as involvement in a variety of external meeting with members and partners, as and when necessary.</p> <p>Regular communication with CEO, this can vary week to week.</p>

Key Responsibilities:

- Contribute to the strategic running of the organisation and focus on the following specific tasks:
 - Provide strategic leadership and direction, taking a shared responsibility for monitoring progress made towards achieving the organisational strategy and objectives.
 - Manage and Chair the Board's business, acting as a facilitator and guide.
 - Organise the business of the Board, setting agendas in conjunction with the CEO.
 - Clarify board and staff responsibilities.
 - Oversee the work of the Chief Executive Officer, including leading the Chief Executive Officer appraisal process.
 - Provide a support and mentoring role to the Chief Executive.
 - Have overall responsibility for corporate governance issues, including financial matters, legal issues, risk management and wellbeing and protection issues.
 - In conjunction with the Director of Governance lead on independent governance audits.
 - Deal with emergency issues referred by the Chief Executive.
 - Carry out annual appraisals for all Board Directors and agree objectives in line with organisational needs.
 - Define, monitor and measure the effectiveness and accountability of the Board, in line with Bowls Scotland's culture, values and strategy.
 - Overview Board training and recruitment in conjunction with the Board skills matrix.
 - Develop, in conjunction with the Chief Executive, external relations with appropriate partners.
 - Promote Bowls Scotland both within and out with the work environment.
 - Uphold the organisational values of Bowls Scotland.
 - Draft reports and contribute to Board meetings as appropriate.
 - Maintain knowledge and adhere to the published Bowls Scotland policies.

The above role description will be subject to review to reflect the needs of the Bowls Scotland.

BOWLS SCOTLAND BOARD DIRECTOR – PERSON SPECIFICATION

WORK AND OTHER RELATED EXPERIENCE

Essential	Desirable
Proven track record of delivery of successful strategic and organisational plans in a business context.	Strong creative, strategic, analytical, and organisational skills.
Experience of creating, developing, maintaining and communicating effective working relationships with key stakeholders.	Experience in developing sport.
Experience and track record of leadership.	Experience of working with volunteers.
Experience at Board level across different organisations.	Experience in managing change.

KNOWLEDGE, TRAINING & QUALIFICATIONS

Essential	Desirable
Ability to provide independent, clear, strategic direction to the Board.	Specific knowledge of the lawn bowling landscape and infrastructure.
Ability to build partnerships with other bodies and to act as an enabler and advocate.	Experience as a player, administrator and/or coach.
Capable of providing timely and balanced advice.	
Ability to link business requirements to solutions and develop appropriate policies and procedures for the organisation.	
Ability to communicate and operate at all levels.	

SKILLS / ATTRIBUTES

Essential	Desirable
Innovative problem solver and strategic and lateral thinker.	
Pragmatic with a clear and focused judgement.	
Trustworthy.	
Highly motivated individual.	
Flexibility to adapt to changes within the organisation.	
Flexibility to commit the time necessary to develop the role and progress the organisation.	