



INDEPENDENT CHAIR OF THE BOARD RECRUITMENT PACK

AUGUST 2024

ABOUT BRITISH ICE SKATING

OUR MISSION

To establish a proactive organisation through robust governance, financial management, and utilising technology.

HOW WE'LL GET THERE

By establishing investable programmes that enhance lives, promote inclusion, increase participation and deliver exciting performances on the world stage.

ORGANISATIONAL OBJECTIVES

An NGB with an ethos of excellence

To establish a proactive organisation through robust governance, financial management, and utilising technology.

A household name

Create a national awareness of British Ice Skating as the driving force behind ice skating across the UK.

A route to success

Drive a culture of excellence from grassroots to world stage through a talent and performance pathway for coaches and skaters.

A united and diverse workforce

To allow staff, coaches and volunteers the opportunity to flourish based on shared values and a developmental approach.

Create opportunities for all

Be at the heart of making ice skating accessible across the UK by creating and leading engaging programmes that break down barriers

Grow through partnerships

Unlock future investment and support through increased stakeholder engagement.

Find out more about our 10 year strategy at <https://www.iceskating.org.uk/strategy>.

 **2.1m**
Annual Operating Budget

 **24**
Staff Members

 **5000**
Members

CHAIR OF THE BOARD

British Ice Skating, the National Governing Body for Figure Skating and Speed Skating in the UK, is looking to appoint an inspiring leader to help take Ice Skating to new heights.

ROLE PURPOSE

The Chair will lead and hold the Board, CEO and Executive Team to account for the Company's mission and vision, providing inclusive leadership to the Association and Board through a period of significant change and ensuring that each Board member fulfils their duties and responsibilities for the effective and robust governance of the Company and BIS.

The Chair will also support, and, where appropriate, challenge the Chief Executive and ensure that the Board functions as a unit and works closely with the entire Executive of BIS to achieve agreed objectives. They will act as an ambassador and the public face of BIS in partnership with the Chief Executive.

Term of Office: Four years.

Remuneration: The Chair role is voluntary and unpaid, though expenses will be refunded in line with the BIS Expenses Policy.

Time Commitment: Minimum of 20-30 days per annum.

KEY RESULTS AREAS

- 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.
- Ensure that the Board meets its duties and responsibilities for the effective governance of BIS, including a clear delegation of matters where appropriate.
- Provide leadership to BIS and its Board ensuring that the Board sets the overall strategic direction of BIS.
- Appraise the performance of the Board and its members on an annual basis and act on the outcomes.
- Ensure that Board members are fully engaged and that decisions are taken in the best, long-term interests of BIS and that the Board takes collective ownership.

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RESPONSIBILITIES

STRATEGIC LEADERSHIP & GOVERNANCE

- Develop and deliver BIS's strategic aims and objectives in accordance with its constitution, in partnership with the CEO.
- Ensure effective communication to BIS's members and stakeholders.
- Ensure that the Board is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead BIS effectively.
- Ensure that the Board is able to regularly review major risks and associated opportunities, and satisfy itself that systems are in place to take advantage of opportunities, and manage and mitigate the risks.
- Ensure that the Board fulfils its duties to ensure sound financial health of BIS, with systems in place to ensure financial accountability.
- Ensure that any conflicts of interest at Board level are kept to a minimum and handled appropriately in line with BIS policy.
- Lead the Board performance review and implement an appropriate action plan.

COMMUNICATIONS AND WORKING RELATIONSHIPS

- Work closely with the CEO to set the Board agendas and ensure that the Board meetings are well planned and decisions taken are implemented and monitored.
- Develop and maintain an open and supportive relationship with the CEO including regular contact, whilst respecting their executive responsibilities.
- Line manage the CEO ensuring they have the opportunity for professional development, including carrying out their annual appraisal.
- Maintain close relationships with key stakeholders and influencers such as UK Sport, the International Skating Union and the Home Nations' Sports Councils.
- Represent BIS at external functions, meetings and events, acting as an ambassador for BIS at all times and a spokesperson when appropriate to promote the Association and the sport of ice skating.

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PERSON SPECIFICATION

- A strong track record of leadership with the ability harness the skills of all the directors and the operations team in delivering the organisation's vision and mission.
- Strategic ability together with the capacity to delegate and prioritise.
- The ability to consult effectively, listen non-judgmentally, debate productively, and the courage to make decisions accordingly.
- A firm commitment to diversity and continuing the drive to widen demographic access to skating.
- A clear vision informed by an up-to-date, understanding of Sport and the operation of an NGB including governance requirements.
- The ability to lead by example and to motivate a strong team of professional colleagues.
- An understanding of the opportunities and challenges of leading an NGB.
- A firm commitment to diversity and continuing the drive to widen demographic access to skating.
- An entrepreneurial mind-set with business and commercial acumen.
- The ability to provide challenge and work collaboratively with the Board and CEO to forge the future direction of BIS.
- Excellent communication skills with the ability to speak compellingly to all stakeholders.
- Confidence in the public-facing role and the ability to embody the values of BIS.
- A passion for sport, with an enthusiasm to develop skating and the organisation.
- A positive and progressive outlook, with ambition, resilience, and a sense of humour.

For more information about British Ice Skating's structure and strategy, please see www.iceskating.org.uk/governance

APPLICATION PROCESS

If you would like to have an informal chat about the role, please get in touch with the Executive PA Parul Jani at Parul.Jani@iceskating.org.uk

When you are ready to apply, please send a copy of your CV and a cover letter outlining how you meet the requirements of the role, plus a completed copy of the [BIS Equality Monitoring Form](#), to the Executive PA Parul Jani at Parul.Jani@iceskating.org.uk

Applications close Sunday 1st September at 5pm.

Interviews for shortlisted candidates are planned for the week commencing Monday 30th September.