



## Job Description

<b>Title</b>	<b>Director Membership Services</b>
<b>Responsible to</b>	<b>The Board of Directors and the Members of Archery NI</b>
<b>Time commitment</b>	<b>Approximately 3-4 days per month in the first year</b>
<b>Term of appointment</b>	<b>4 years initially</b>
<b>Remuneration</b>	<b>None though reasonable expenses are paid</b>
<b>Base</b>	<b>Home, with attendance at Board and other Meetings</b>

### Introduction

Archery NI (previously the Northern Ireland Archery Society) is moving from being led by a Council to being led by a Board of Management of Company limited by guarantee.

### Working Context

Archery GB is the National Governing Body for the sport of archery in Great Britain and Northern Ireland and provides the infrastructure for membership services, the website and publications. It has a performance unit delivering services to development and elite squads and teams for junior, senior and disabled archers, and is supported by national agencies such as UK Sport and Sport England

Archery GB is responsible for delivering the goals of the World Class Performance Plan culminating at the Olympic and Paralympic Games in Rio in 2016 and beyond, while also managing the non-Lottery funded elite programmes of the non-Olympic archery disciplines. It is based at Lilleshall in Shropshire, with departments of Membership, Operations, Performance, Development and Marketing under the leadership of the Chief Executive and the governance of the Board of Directors.

Archery NI is the volunteer led regional body of Archery GB and is a self-governing. It exists to provide services to its members in Northern Ireland, working closely with Archery GB to fulfil the objectives of Archery GB's strategic plan.

### General Director Responsibilities

Working within a skills-based Board, the primary role of a Director is to support by:

- Providing leadership for the Company within a framework of prudent and effective controls which enable risk to be assessed and managed;
- Setting the Company's aims, ensuring that the necessary financial and other resources are in place to meet its objectives,
- Reviewing performance
- Setting the Company's values and standards and ensuring that its obligations to its stakeholders are understood and met.

You are expected to perform your duties (whether statutory, fiduciary or common law) faithfully, diligently and to a standard commensurate with the functions of your role and your knowledge, skills and experience.

You must have particular regard to the Financial Reporting Council's UK Corporate Governance Code and associated Guidance on Board Effectiveness in respect of the role of the Board and the role of its Independent Directors.

You must exercise your powers in your role as a Director with due regard to relevant obligations under prevailing law and regulation, including the Companies Act 2006, the UK Corporate Governance Code and associated guidance, the UK Listing Authority's Listing, Prospectus, and Disclosure and Transparency Rules.

### **Role: Director Membership Services**

Working within a skills-based Board, the **primary role** of Director, Membership Services is to:

- Have a good working relationship with the Membership Services Manager, Archery GB, to understand Archery GB's Strategic Plan and how it relates to Northern Ireland
- Ensure that appropriate measures from Archery GB's Strategic Plan are incorporated into Archery NI's Development Plan
- Develop local Archery NI initiatives, where necessary and relevant, to complement the above measures
- Be responsible to the Board and Membership for delivery of those measures and initiatives
- To appoint and manage any Officers needed to deliver those measures and initiatives
- To review their own performance and that of any appointed officers

Director, Membership Services leads on the Disciplinary and Safeguarding Policies.

### **Decision Making Responsibilities**

You should have particular regard to the general duties of Directors in Part 10 of the Companies Act 2006, including the duty to promote the success of the company under which all Directors must act in the way they consider, in good faith, would be most likely to promote the success of the organisation for the benefit of its members as a whole. In doing so, as a Director, you must have regard (among other matters) to:

- the likely consequences of any decision in the long term;
- the interests of the Company's employees;
- the need to foster the Company's relationships with suppliers, customers and others;
- the impact of the Company's operations on the community and the environment;
- the desirability of the Company's maintaining a reputation for high standards of business conduct; and
- the need to act fairly as between the members of the Company

Unless the Board specifically authorises you to do so, you shall not enter into any legal or other commitment or contract on behalf of the Company.

### **Practical Requirements**

All Directors are required to attend the Company's Board meetings and to attend the Company's Annual General Meeting.

## Professional Experience & Qualifications

Essential	Desirable
Board level experience or equivalent in business and/or sport	
Experience of dealing with of Disciplinary & Safeguarding Issues	
Experience of working with Members	Graduate and/or post-graduate management or equivalent qualification

## Person Specification (Knowledge, Skills & Attributes)

The following personal attributes and skills are required in order to perform successfully as a Director:

- strong leadership qualities
- integrity
- the ability to think and act strategically
- sound judgment and problem solving abilities
- a willingness to accept challenge and also to effectively challenge others
- ability to provide independent counsel
- ability to communicate ideas
- ability to gain respect and attention
- critical thinking, creativity and strategic awareness
- possess a 'critical friend' mentality
- availability to prepare for and attend meetings
- an ability to identify potential problems and deal with risk
- understanding of not-for-profit organisations

This document is not contractual and may be subject to change at the Board's discretion.