



Scottish Orienteering Association

Board positions

February 2017

Job Description: Finance Director (formerly Treasurer)*

Appointed by: SOA Membership

Period of tenure: Three years

Reporting: Regular standard report to SOA Board

Aims: Administer the financial business of the SOA in collaboration with the Board.

Duties and Responsibilities:

- Keep in regular contact with the Chief Operating Officer at the National Centre over financial matters
- Board Committee meetings (normally 4 per year); provide budget statements and forecasts.
- Annual General Meeting: liaise with auditor and prepare report and accounts
- Liaise with SOA Squads (ScotJOS, SEDS, Vets) regarding financial matters.
- Quarterly tasks.
 - Collect quarterly revenue form 6 day Company
 - Review accounts and financial information provided by COO/National Centre
 - Review Stirling Surveys map printing contract
- Annual tasks.
 - February/March: with COO, prepare accounts for previous year
 - April: manage professional staff pay increases, make recommendation to SOA Board and advise sportscotland of changes
 - June: with COO, prepare annual reports for Companies House and the Charity Regulator
 - July: update insurance schedule
 - October/November: contribute to submission to sportscotland for investment by preparing financial information for the current year and proposals for the new year
 - November: attribute budget lines to Directors and prepare next annual budget for approval by SOA Board.
- Scottish Orienteering 6-Day Event Co. Ltd.: attend the 6-Day Co. AGM as a shareholder; receive copies of the minutes of the AGM and Directors' Meetings.

*This post has been renamed as a result of day-to-day accounting being passed to staff at the National Centre.



Job Description: Board Secretary

Appointed by: SOA Membership

Period of tenure: Three years

Reporting: Standard report to SOA Board as required

Aims: Administer the business of the SOA Board as directed by the SOA Board.

Duties and Responsibilities:

- Board meetings (normally 4 per year): arrange venue, collation of reports, circulation of Agenda and relevant reports, prepare minutes and action sheet from the meeting; circulation of minutes to SOA Board, COO, website manager, 6-Day Co Directors
- Liaise with COO over Board business
- Maintain the Register of Directors' Interests and the schedule of Key Dates for Board business
- Monitor the progress of Action Items from Board business
- Agree the annual budget for Board expenses with the Finance Director
- Correspondence: receive and take appropriate action with correspondence addressed to SOA Secretary.
- Scottish Orienteering 6-Day Event Co. Ltd.: attend the 6-Day event AGM as a shareholder; receive copies of the minutes of the AGM and Directors' Meetings.



Job Description: Development Director

Appointed by: SOA Membership

Period of tenure: Three years

Reporting: Regular standard report to SOA Board

Aims: Have oversight of, manage and monitor the development of the sport of orienteering in Scotland

Duties and Responsibilities:

- Attend Board Committee meetings (normally 4 per year)
- Regularly liaise with and agree development plans with the SOA Development Officers and Education and Events Managers
- With the professional staff, monitor progress against key performance indicators for development
- Agree the annual budget for development with the Finance Director
- Identify and promote opportunities for the development of the sport, including longer term possibilities
- When necessary, communicate with British Orienteering on development matters

If you have any questions about the roles, please contact Roger Scrutton, SOA President: president@scottish-orienteering.org

If you'd like to apply for any of the roles, please contact Stef Lauer as Company Secretary with your CV: stef.lauer@scottish.orienteering.org