



Board Chair

Job Description

Outline of Responsibilities

A time commitment of 4 Board meetings per year, these are usually hosted on a Saturday and take place in Perth. Regular meetings with the President and Chief Operating Officer. There may also be the opportunity to represent the SOA at events and meetings with key stakeholders.

The Chair will provide inclusive leadership to the Board of Directors to achieve effective governance and the agreed objectives of the SOA. The Chair will also, as required, support the President and Chief Operating Officer in the execution of their duties. He or she will act as an ambassador and the public face of the SOA, together with the Chief Operating Officer.

Specific responsibilities:

Strategic leadership

- Ensure that the Board provides a clear strategic direction for the SOA
- Ensure that the Board regularly reviews its Strategy, Annual Plan, risks and opportunities
- Ensure that the Board fulfils its duties to ensure sound financial health of the SOA

Governance

- Ensure that governance arrangements are working in the most effective way for the SOA
- Encourage positive change in accordance with best governance practice
- Ensure that the Board is regularly refreshed and incorporates the right balance of skills

External Relations

- Act as an ambassador and spokesperson for the SOA
- Facilitate engagement with external stakeholders

Efficiency & Effectiveness

- Chair meetings of the Board, bringing impartiality and objectivity to the decision making process
- Work closely with the President to give direction to Board policy-making and to ensure that meetings are well planned and meaningful
- Monitor that decisions taken at meetings are implemented.

Scottish Orienteering Association, www.scottish-orienteeing.org

Registered in Scotland (No. SC334748), National Orienteering Centre,
Glenmore Lodge, Aviemore, PH22 1QZ

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Relationship with the wider management team

- Establish and build a strong, effective and a constructive working relationship with the Chief Operating Officer whilst respecting the boundaries which exist between the two roles
- Conduct an annual appraisal and remuneration review for the Chief Operating Officer in consultation with other Board members. Conduct annual appraisals of Board members.

Person Specification:

Personal Qualities

- Demonstrate a strong and visible passion and commitment to the SOA
- Exhibit strong inter-personal abilities and be comfortable in an ambassadorial role
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively
- An ability to commit time to conduct the role well

Experience

- Experience of operating at a senior strategic leadership level within an organisation
- Experience of charity governance and working with or as part of a Board of Trustees
- Experience of external representation, delivering presentations and managing stakeholders
- Significant experience of chairing meetings and events

Knowledge and skills

- Strong leadership skills, ability to motivate staff and volunteers and bring people together
- A broad understanding of finance issues
- Good understanding of governance issues
- A knowledge and understanding of orienteering is desirable

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