

# President

## Role Description & Person Specification

### Role Overview

The President is responsible for the overseeing of the Chief Operating Officer and the operations of Scottish Orienteering. The President will have a crucial role to play in the delivery of the organisation strategic plan as well as maintain effective partnership with key stakeholders. The President will work closely with the Chair to ensure the Board and the staff deliver the agreed strategic plan for the organisation within the resources available whilst upholding its agreed values.

### Responsibilities

#### 1. As President (some tasks may be delegated)

- Provide leadership for the Board as it fulfils its governance duties and responsibilities toward the organisation including:
  - setting vision, values, mission, strategy and high level policy
  - monitoring organisational performance against established targets
  - securing financial stability
  - safeguarding the organisation's reputation and values
  - making sure all organisational activity comply with regulations and law
  - reviewing major risks and making provision for the organisation to respond appropriately
  - appointing and managing the Chief Operating Officer (COO)
  - organising and leading Board developments such as self assessments
  - delegating the above duties appropriately

#### 2. As a Director (legal requirements)

- select suitable accounting policies and then apply them consistently
- make judgments and estimates that are reasonable and prudent
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business

#### 3. In relation to meetings (in conjunction with the COO)

- Lead meetings and facilitate discussion, encouraging all participants to contribute equally
- Ensure Board members are equally informed before and between meetings

#### 4. Policy and representation

- Set priorities for the Board and steering discussion toward operational issues
- Ensure Board decisions are communicated and implemented properly

- Speak for the organisation when authorised to do so by the Board
- Represent the organisation at public gatherings

## 5. Staff

- Lead the Board in fulfilling its management responsibilities toward the COO, overseeing role definition, selection, training, assessment and discipline
- Work with the COO on behalf of the Board, coordinating efforts between the governing body and the executive through regular meetings to discuss strategic issues.
- Be available to help the COO, staff and others resolve conflict, helping to protect the organisation's reputation and preserve morale

## President - person specification

### Essential

- Commitment to the organisation
- Willingness to understand legal duties and responsibilities
- Willingness to put time and effort in to the President's role
- Respected and trusted by other Board members

### Personal qualities

- Good independent judgement
- Impartiality, fairness and confidentiality
- Willingness to speak his or her mind
- Tact and diplomacy
- Respect for others
- Willingness to learn new skills

### Specific abilities

- Strategic vision
- Creative thinking
- Leading meetings
- Working effectively as a team member
- Good communicator with interpersonal skills
- Interest in issues affecting sport in general and orienteering in particular
- Willingness to travel and attend meetings during the day (occasionally) as well as in the evening and at weekends

### Experience

- Chairing experience (preferred but not required)
- Previous leadership position
- Committee experience
- Computer literate with experience of working through e-mail