



## Board Role Profile

<b>Job Title:</b>	<b>Board Member - Health &amp; Safety</b>		
<b>Reports To:</b>	Chair of Board of Directors	<b>Jobs Reporting into the Job Holder:</b>	N/A

### 1. Job Purpose

- Lead and guide the Northumberland FA Ltd Business Plan, on behalf of the Company.
- Ensure that the Board of Directors, meet the statutory demands of the Charity Commission.
- Ensure the Board of Directors meet the F.A. Governance and Operational Plan.
- Ensure the Board of Directors work within the law of the land.
- Ensure the Board of Directors at all times work within an ethical and professional manner.
- To ensure Northumberland County F.A. achieves and retains The FA's Safeguarding Operating Standard for CFAs.

### 2. Principal Accountabilities/Responsibilities

- To oversee the development and delivery of an appropriate and achievable strategic business plan.
- To develop, promote and act in accordance with the vision and values of the organisation.
- To promote and advocate the activities of the organisation.
- To ensure that a corporate financial plan has been developed and is maintained in accordance with the strategic business plan.
- To ensure the effective implementation of Board decisions by the Executive Officer and staff, holding the Executive Officer to account for the effective management and delivery of the Association's strategic aims and objectives.
- To be involved as appropriate in the generation of policies and the on-going monitoring of their implementation.
- To advise on specific areas of responsibility that your expertise allows.
- To provide specialist advice to the Chair of the Board of Directors and the Executive Officer as appropriate.
- To review the Company health and safety performance on a regular basis (to be agreed with the board).
- To ensure that all health and safety policy statements reflect current board priorities.
- To ensure that all management systems provide effective monitoring and reporting procedures.
- They are fully aware of all health and safety none compliances, and the results of any investigations. Ensure all such issues are reported to the board in a timely, factual manner.
- To ensure all implications in respect of health and safety are addressed in all Board decisions.
- To ensure all risk management systems for health and safety issues are in place and effective.

### 3. Knowledge/Experience/Technical Skills/Behaviours

**Essential:**

- Understanding of the role of the Board of Directors and individual Director of a 'not for profit' organisation.
- Experience of working in a senior leadership role within an organisation.
- Effective communication skills including verbal, written and presentation skills.
- Able to develop effective relationships with people at all levels.
- Experience of strategic planning and in delivering significant areas of a strategic plan.
- Ability to understand business accounts at an appropriate level (P&L, budgeting, financial reporting, resource management etc.).
- Commitment to personal and professional development in self, staff, volunteers and other board members.  
A commitment to Equality in Action.

### 4. Behaviours – as defined in County Football Association Competency Model

- Accountable/Professional/Respectful/Teamwork

### Further Information

**a) Will the job-holder have direct access to young persons under the age of 18, within the context of the job or any subsequent related activities or responsibilities?** **YES**

Where the answer to the above question is **YES** the following wording will be included in any advertisement

“As this role involves direct access to young persons under the age of eighteen, within the context of the job or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening process, which will include a Criminal Records Check to ensure their suitability for the role. Any candidates invited to interview will be sent a CFA Personal Disclosure Form, Guidance Notes and Privacy Statement to return at their interview in a sealed envelope”

<b>Completed by Name/Role</b>	Steve Ord (Chair)
<b>Signature</b>	
<b>Date</b>	05 August 2020



**'INSPIRING ALL TO PLAY FOOTBALL'**  
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