



TRUSTEE ROLE DESCRIPTION & PERSON SPECIFICATION

1. Background Information

Please refer to the Board Terms of Reference document for further detail and clarity regarding the key roles of the Board.

2. Trustee Responsibilities

- To ensure that County Durham Sport complies with its governing document, company law and any other relevant legislation or regulations
- To ensure that County Durham Sport pursues its objects as defined in its governing document
- To ensure that County Durham Sport uses its resources exclusively in the pursuance of its objectives
- To contribute actively to the Board in giving strategic direction, setting overall policy, defining goals and setting targets and evaluating targets of the organisation
- Ensure the effective and efficient administration of County Durham Sport
- To ensure the financial stability of the organisation and oversee the management of risk
- To promote, communicate and extend engagement with wider stakeholders and external organisations
- Take full collective responsibility, respecting confidentiality and valuing the views of fellow Board members and staff
- To safeguard the good name and values of County Durham Sport
- Declare any conflict of interest while carrying out the duties as a Board member
- Keep informed about the activities of the organisation and wider issues which affect its work
- Utilise specific skills, knowledge or experience they have to help the Board make sound decisions (i.e. scrutinising board papers; providing advice and guidance relevant to expertise; leading discussions as required etc)
- Promotes the highest standards of corporate governance
- Act as an advocate for County Durham Sport and for the benefits of sport and physical activity
- Foster positive and effective partnership approaches and relationships with local, regional and national agencies
- Represent the organisation and/or attend as appropriate, events, meetings or functions
- Act as a spokesperson for the organisation where appropriate and safeguards the good name and values of County Durham Sport

3. Conduct

The Board has adopted the Nolan Committee's "Seven Principles of Public Life" and as such, these principles should be followed in all aspects of Board members involvement and activity.

- Selflessness – Board members should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family or their friends
- Integrity – Board members should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties
- Objectivity – in carrying out public business, including making public appointments, awarding contracts or recommending individuals for rewards and benefits, Board members should make choices on merit
- Accountability – Board members are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate
- Openness – Board members should be as open and possible about all decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands
- Honesty – Board members have a duty to declare any private interest relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest
- Leadership – Board members should promote and support these principles by leadership and example

4. Time commitment

To fulfill the responsibilities of the role, we believe that Trustees will be required to commit to an average of 1-2 days per month.

The Board usually meets formally between 4 and 6 times per financial year. Meetings are currently held during late afternoon/early evening at County Durham Sport's offices for 2 hours.

The Board currently has four "working groups", addressing Finance; HR; Business Development and Governance, each involving 2 Trustees and a member of the executive team. These groups meet prior to each cycle of Board meetings and feed into the full Board. Additionally, the Chair and A.N. Other trustee are also involved in strategic partnership discussions from time to time with national, regional and local partners. Additionally, a maximum of two joint trustee/staff sessions are planned per year, each lasting a half-day.

Trustees are also invited to attend various events and functions throughout the year to support the work of the organisation.

5. Remuneration

There is no remuneration available for the role although all reasonable travel and subsistence expenses will be reimbursed.

6. Term of Appointment

All appointments to the Board will initially be for a period of up to 3 years. There will be an opportunity for re-appointment to a second term. The process of rotation and duration in office will be determined through the finalised Memorandum of Articles and Association.

7. Person Specification

In addition to abiding by the code of conduct (section 3), Trustees will be required to demonstrate the following:

Experience

- Knowledge of and enthusiasm for sport and physical activity, including the way it is organised and run
- Substantial Board experience in the public, private or voluntary sector
- Commercial and/or third sector management
- Understanding of legal responsibilities of social enterprise
- Change management

Skills/Knowledge

- Strategic vision
- Leadership ability
- People and resource management
- Critical thinking – ability to assimilate, assess and analyse
- Excellent partnership and relationship development skills
- Excellent communication and interpersonal skills
- Ability and preparedness to listen to others
- Ability to influence, persuade and negotiate
- Ability to analyse and interpret complex issues
- Sound/independent judgement
- Ability to lead/work as part of a team
- An ability to think creatively
- Political astuteness
- Understanding of equality, diversity and inclusion principles

Personal Qualities

- Energy, enthusiasm and determination
- Integrity and high ethical standards
- Forward thinking and positive
- Tactful and diplomatic approach
- Ability to command confidence and respect
- Sensitivity and openness
- Commitment to sport
- Commitment to the role, CDS and CSP's