

ETTA Non-Executive Directors

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Posted On: March 06, 2014



NON-EXECUTIVE DIRECTORS

Job Description

Status: Voluntary

Remuneration: Expenses

Time Commitment: 8-12 days per annum (including attendance at Board, Committee and Council meetings and competition/events)

The English Table Tennis Association is the National Governing Body for table tennis in England. The ETTA has recently undertaken a complete review of its strategic direction including a significant restructure and governance review to align the organisation with new targets through to March 2017 and beyond. This will coincide with a re-branding exercise and a relocation of the Head Office function to Milton Keynes in March 2014. All these factors will signal a major change in the growth and development of Table Tennis in the years ahead.

JOB SUMMARY:

The Articles of Association require the Board to be composed of 3 Elected Directors, the CEO and up to 8 other Non Executive Directors. The intention is that a minimum of 25% of the Board will be independent which the Board has defined as being an individual who is not actively involved in table tennis either as a player, volunteer or administrator.

The Board wish to appoint Directors with a varied and complimentary skillset of individuals with diverse skills, knowledge, experience and competencies. Specific areas of expertise being sought include:

- Table Tennis
- Strategy setting
- Governance and administration
- Commercial and marketing
- Communications and PR
- Coaching and Performance Sport
- Sports Development
- Legal
- Finance (Treasurer is an Elected Director position)

KEY RESPONSIBILITIES:

Non Executive Directors are required to take responsibility for five key areas:

- Strategy

Directors should challenge and help develop proposals on strategy, set ETTA's vision, values and standards and ensure that its obligations to ETTA's membership are understood and met. The Board should set ETTA's strategic aims and ensure that the necessary human and financial resources are in place for ETTA to meet its objectives.

- Finance

The Board will set the budget, approve the Annual Operating Plan and monitor financial performance.

- Performance of the Executive

Directors should scrutinise the performance of the Chief Executive Officer and the Senior Management Team in meeting agreed goals and objectives and monitor the reporting of performance.

- Risk

Directors should provide leadership of the ETTA within a framework of prudent and effective controls, which enable risk (including financial, legal and reputational risk) to be assessed and managed. Directors should satisfy themselves on the integrity of financial information and that financial controls and systems of risk management are robust and defensible.

- Stakeholders and People

Directors should be aware of the interests of all stakeholders (including funding agencies and the membership) and should have a role in approving the staff structure and appointing and reviewing the performance of the Chief Executive Officer and through him/her the Senior Management Team.

PERSON SPECIFICATION/KEY SKILLS:

- at least three years' experience of working as a company director (commercial, charity, voluntary sector), trustee, partner or in an appropriate senior executive management position;
- a thorough knowledge of and commitment to the ETTA's mission, its objectives and core values;
- commitment to promote the highest standards of corporate governance and seek compliance wherever possible;
- the ability to represent and promote ETTA externally;
- a knowledge of the structures, controls and politics of British sport;
- the highest standards of integrity and probity;
- the ability to question intelligently, debate constructively, challenge rigorously and decide dispassionately;
- the ability to work strategically as part of a team and to lead effectively in specific areas if required;
- a willingness to participate in meetings, ask questions and take responsibility;
- honesty, integrity and credibility in the community;
- tolerance and consideration of different views;
- a track record of acting in good faith and in the best interests of an organisation;
- ability to listen, analyse, think clearly and work well with others.

APPLICATION PROCESS

Applications should include a short CV and personal statement, sent to:

Rob Sinclair
Executive Assistant and General Secretary
English Table Tennis Association
Queensbury House
Hastings
East Sussex TN34 1HF

Or by email rsinclair@etta.co.uk

Please note that the offices of the ETTA are relocating on 14-16 March 2014 and therefore it is preferable that applications are sent by email.

Closing date for applications: Wednesday 19 March 2014.
Interviews will be held on Monday 24 March 2014 in Milton Keynes.

March 2014

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