



Independent Director Role Profile

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| Role Title | Board Independent Non-Executive Director |
| Reports to | Chair of the Board of Directors |

| Role Purpose | |
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| | <ul style="list-style-type: none"> Collectively, the Board of Directors of Hertfordshire Football Association Ltd are required to direct the business affairs of the Association and to determine the vision and strategy, plans, policies and financial investment required to achieve the Association's aims. As such, individually and collectively, the Directors are accountable to the Membership. To support Hertfordshire FA's senior leadership in embedding culture, diversity and inclusion throughout the organisation. To be an active board and committee member, providing strategic oversight and to constructively challenge and review the strategic plan. |

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| Location | Hertfordshire Football Association, County Ground, Baldock Road, Letchworth Garden City, Hertfordshire, SG6 2EN |
| Estimated time commitment to fulfil the role | <p>The post requires a commitment to attend all Board meetings throughout the year and the Board annual 'Away Day'. Board Meetings are normally held in the evening on the first Monday of the month, with meetings being held on a bi-monthly basis. The meeting will be at Hertfordshire FA or by video conference.</p> <p>Additionally, Directors would be expected to be a representative on a committee they are allocated based on their skillset. It is likely each committee will meet 3 or 4 times a season.</p> |
| Expenses | <p>County FA Expenses will be paid in line with the current Expense Policy of Hertfordshire FA.</p> <p>Travel and accommodation to FA events where The FA has agreed to reimburse County FA Expenses will be paid in line with the current County FA Expense Policy issued by The FA.</p> |

Responsibilities

- Serve as a Director of the Company and to actively participate in its strategic management.
- Execute the responsibilities of a Company Director in accordance with the Companies Act (2006) and other relevant legislation.
- Safeguard the interests of the Membership and stakeholders of the Association.
- Establish clear objectives to deliver the agreed strategy and business plan and regularly review performance against those objectives.
- Ensure the effective implementation of Board decisions by the CEO and staff, holding the CEO to account for the effective management and delivery of the Association's strategic aims and objectives.
- Set challenging objectives for continuously improved performance.
- Oversee the management of risk to the Association, including matters of Health and Safety.
- Develop and maintain an effective corporate governance structure in conjunction with what is set by the Football Association and Sport England.
- Monitor the financial affairs of the Association through reports provided by the representative of the Finance, Risk & Audit committee and to ensure the effective use of financial and other resources.
- Contribute to constructive debate on all Board matters.
- Promote inclusion and equality of opportunity throughout the Association.
- Fully participate in Board induction, training or development, performance monitoring and FA training and safeguarding training where required.
- Ensure Safeguarding is at the forefront of how the Board and Association operates, safeguarding all individuals within football is of paramount importance.
- Perform other responsibilities as assigned by the Board, including committee meetings.

Person Specification

Skills

Essential

- Strategic leadership and management skills. The ability to develop and monitor organisational strategy
- Decision-making skills. The appropriate use of knowledge and experience to make informed decisions to the benefit of the organisation
- The ability to debate, discuss and challenge in a constructive manner
- Excellent interpersonal skills. The ability to form strong, productive relationships both internally and externally to the benefit of the Association
- An ability to understand financial accounts, management accounts and budgeting
- Be IT literate

Desirable

- Skillset within the legal industry
- Proven work managing people / working in human resource
- Approach and business development and management

Knowledge

Essential

- Knowledge of the Safeguarding Requirements for the Association.
- A sound understanding of the volunteer/professional relationship and how this can best work to support the work of the Association
- An understanding of and a commitment to equality in action
- Interest in grassroots sport and knowledge and understanding of not for profit organisations.

Desirable

- An understanding of The FA National Game Strategy and how this affects the work of the County Football Associations

Enhanced DBS Check required?

NO

Check Companies House Disqualified Directors Register?

YES

Full driving licence?

YES

The Role Holder will be expected to understand and work in accordance with the values and behaviours described below of Hertfordshire FA.

| HFA Value | Behaviours |
|-------------------|---|
| TRUST | <p>To embrace the values of the HFA and trust one another</p> <ul style="list-style-type: none"> ○ Trust in workforce to fulfil vision of County FA ○ Questions the way things are done and takes informed risks ○ Have belief in colleagues and their skillset |
| RESPECT | <p>Sets the standards for respectful behaviour across the game</p> <ul style="list-style-type: none"> ○ Maintains people's self-esteem when interacting with them ○ Avoids pre-judgement when listening to suggestions from others ○ Seizes the opportunity to apply HFA standards at all times ○ Respects opinions of others |
| TEAMWORK | <p>Champions and ensures that football is, and will remain, a game for everyone</p> <ul style="list-style-type: none"> ○ Openly collaborates with colleagues and partners in the game ○ Provides equal opportunity to people of different backgrounds, experience and perspective ○ Seeks out and embraces new ways of thinking and working ○ Listen, empathise to build trusted relationships |
| HONESTY | <p>Tenacious and accountable. Serving the whole game and doing the right thing</p> <ul style="list-style-type: none"> ○ Expresses a view, whilst respecting others that are put forward ○ Ensures any decision considered, is made with full transparency ○ Remains focused on seeing agreed goals through to completion taking pride in their work ○ Ensures matters discussed are in confidence |
| EFFICIENCY | <p>The very best outcome achieved by sustained excellence in performance</p> <ul style="list-style-type: none"> ○ Seeks to achieve the highest levels of performance at all times ○ Can be persistent to achieve a standard that others consider impossible ○ Challenges others to go further and achieve more ○ Innovative and implement new ways of working |

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| Role Profile agreed by the Board of Hertfordshire FA and signed on behalf of the Board by the Chairman: | Name | Signature |
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| Date Role Profile agreed by the Board: | | |
| Role Profile signed by role holder: | Name | Signature |
| | | |
| Date Role Profile signed by role holder: | <i>[insert date]</i> | |

Hertfordshire Football Association promotes inclusion, diversity and equal opportunities as an employer for the paid and volunteer workforce.

“This profile is subject to continuous review by the Board as part of their commitment to improve and maintain an effective corporate governance structure”.