

# Camalachd Association

## Role Description

### **PRESIDENT**

#### **Role Overview**

The President is the chairman of the Board of Directors of a company limited by guarantee.

The President is the strategic leader of the organisation and will ensure that 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 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

##### **2. 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 Executive
  - organising and leading board developments such as self assessments
  - delegating the above duties appropriately

##### **3. In relation to Meetings (in conjunction with the CEO)**

- Planning meeting schedules and setting agendas for the Board with the CEO

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

#### **4. In relation to leading the Board (in conjunction with the CEO)**

- Lead the process for recruiting and inducting capable directors and planning for succession
- Use the skills and interest of all Directors equally ensuring that personal interests are not brought to board meetings
- Take steps to increase governance ability in the board and by individual directors
- Lead by example in terms of self development in relation to governance seeking feedback on performance and responding accordingly
- Oversee the establishment of governance and executive committees ensuring they are accountable and report appropriately to the Board
- Monitor and address issues of potential conflict among directors or among the board and others

#### **5. Policy and representation**

- Set priorities for the Board and steering discussion toward strategic 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

#### **6. Staff**

- lead the board in fulfilling its management responsibilities toward the CEO, overseeing role definition, selection, training, assessment and discipline
- Work with the CEO 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 CEO, staff and others resolve conflict, helping to protect the organisation's reputation and preserve morale

#### **7. Additional Responsibilities**

- Support the financial management of the CA's affairs.
- Ensure that annual reviews and funding bids are submitted appropriately.
- Ensure the CA communicates with the wider audience through its website and other media.
- Seek the views of the membership and clubs and consider all views equally.
- Develop stakeholder liaison, especially with member clubs, WCA, **sportscotland**, the Scottish Sports Association and corporate sponsors
- Represent the CA at formal events including representation for media interest in the CA and its activities.
- Present prizes and awards

## **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 shinty 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