



## Role Description - Chair of England Council

### ROLE DESCRIPTION

**ROLE TITLE:** Chairperson of England Athletics (EA) England Council (EC)

**PURPOSE:** To lead the EC, ensuring that the highest standards of probity and governance apply in relation to the conduct of the EC and that the EC's business is conducted in accordance with its purpose, as set out in its constitutional documents and associated policies, and with all legal and regulatory requirements.

**REPORTING TO:** EA Board

### KEY RESPONSIBILITIES:

1. Lead the EC in implementation of the EC priorities in accordance with its Terms of Reference, in collaboration with fellow EC members, EA Staff and the EA Board.
2. Chair meetings of the EC in a timely and effective manner facilitating open and constructive dialogue.
3. Work with designated EA staff to co-ordinate EC meetings and ensure that EC members receive accurate, timely and clear information to help direct the work and effectiveness of the EC.
4. Report the outcome of EC meetings in a timely fashion to the EA Board and more widely via the EA website and attend the AGM providing an update on the EC activities.
5. Act as one of the EC representative directors on the EA Board if appropriate (see below).
6. If appointed to serve on the EA Board (see below) act as an effective voice within the EA Board for the views and concerns of the other members of the EC and of the clubs and other EA members (as expressed via the EC).
7. Where requested, attend and actively contribute to Board-commissioned Task and Finish Groups as required, represent the EC at Major EA Championships (including indoor and age group championships), award ceremonies and consultation meetings.
8. Lead the EC in its responsibilities for the communication and the collation of consultation feedback from across the Regional Councils.
9. Ensure that the EC is kept fully informed on a timely basis of progress towards the fulfilment of EA's strategy and other major operational matters (subject to any which may be confidential) whilst maintaining a close and positive relationship with EA staff members.

10. Ensure, in conjunction with the EC Secretary, that the EC operates in accordance with the decisions of the Board and with the Articles of Association and all relevant laws, regulations and policies and that he/she complies with all relevant EC obligations.

11. Reflect the need for regular meetings between EC chair and EC Members, in identifying and meeting the development needs of individual EC members to fulfil their roles effectively and ensuring their performance is evaluated from time to time.

12. Lead the EC evaluation of its own performance from time to time and oversee the implementation of any action required to improve the performance of the EC or any of its members.

13. Represent and champion EA through the EC and the Regional Councils and ensure effective consultation and communications with Regional Forums, EA Members, key partners and stakeholders.

14. Act as a positive ambassador for EA, and the sport as a whole.

#### **KEY INTERFACES:**

**Internal:** EC members, Regional Council Chairs and members, Board Chair, Board, Non-Executive Directors, and CEO of EA. Appropriate contact with members of England Athletics' teams, senior managers, athletes and employees.

**External:** Regular contact with member clubs and other key stakeholders.

#### **ESSENTIAL SKILLS AND EXPERIENCE REQUIREMENTS**

The following items shall be considered by the EA Board when ratifying the appointment of the person elected by the EC in accordance with Article 80.

- Commitment to and empathy with EA's purpose and values.
- Evidence of and a commitment to the development of athletics and running and a credibility and respect within the sport.
- A demonstrable dedication to the sport and a willingness to engage closely with the grassroots and all members.
- Considerable experience in chairing a Club Committee, Charity or other volunteer body with a varied and diverse composition.
- Understanding and acceptance of the responsibilities of being a chair.
- Excellent interpersonal, leadership and influencing skills, and the ability to lead the EC and communicate effectively with stakeholders at all levels.
- Demonstrable independence, impartiality and integrity.
- The ability to achieve consensus through balanced discussion.
- A fluent communicator who can represent the organisation externally as well as internally.
- Being the public face of the EC.
- A clear and demonstrable commitment to equality, diversity and inclusion.

## **DESIRABLE SKILLS AND EXPERIENCE REQUIREMENTS**

In the event that the EC Chair will serve on the EA Board then the following additional skills are required as set out in the EA Board Skills Essential Criteria for Appointment of Elected Directors and Council appointed Directors:

- Experience of working and contributing effectively in an environment where collective responsibility is required.
- Proven strategic skills.
- Knowledge of EA.
- Capability and breadth of experience to contribute to discussions on a variety of topics.
- Financial and commercial acumen.

Reviewed by England Council 20 April 2022 / Reviewed by the Board 19 May 2022  
Approved by England Council 24 August 2022