Role Description
Nominated Board Member (SSLOG Rep)

Title
Active Surrey Board Member.

Eligibility
As founding members and core funders of the Partnership, Surrey's local borough and district councils have one nominated position on the Board.

Board Members must currently work at a senior level for one of the eleven borough or district councils within Surrey (as defined by the Surrey County Council area).

They will be appointed following a vote by members of the Surrey Senior Leisure Officers Group (SSLOG).

Remuneration
These are non-salaried positions. Travel and other reasonable expenses will be reimbursed.

Location
Partnership meetings and events will be held throughout Surrey.

Term
Three years with the opportunity to be considered for reappointment for a second term.

Time commitment
As a minimum, attendance and preparation for:

- An induction training event.
- Four meetings of the Board annually.
- Two Partnership events annually.
- Chair, or represent the Partnership, on time limited working groups or at conferences

and launch events, etc.

- Other appropriate contributions will be considered and agreed following appointment.

Purpose of role

The main duties of Board Members should include:

- Providing strategic leadership and being a visible role model for the Partnership.
- Contributing towards making the Board a high performing team.
- Championing a discrete portfolio, thematic area or aspect of the business plan.
- Contributing towards ensuring that the Partnership is fit for purpose and continuously improves.
- Supporting the Partnership's Chair, Director and management team.

Main responsibilities

The main responsibilities of the Board Members include:

- Strategy development: Actively and constructively contributing to and challenging development of the Partnership's strategy and business plans.
- Decision-making: Ensuring that, in reaching a decision, the Board takes into account any relevant guidance issued by regional and national agencies as well as recommendations from Partnership officers.
- Delegated authority: Ensuring that the Board operates within the limits of its delegated authority. Board members do not have any individual delegated authority.
- Financial scrutiny: Ensuring that administrative and other systems of financial control are rigorous and constantly maintained, monitored and developed.
- Risk management: Ensuring that risk management systems are robust and defensible so that major risks are identified and appropriately managed.
- Policy setting and endorsement: Setting policy and ensuring that operational management of the Partnership is carried out in accordance with the policies and procedures of the Partnership and its host agency.
- Overseeing results: Ensuring the delivery of planned results by monitoring and evaluating performance against agreed strategic objectives and targets.
- Contributing to the work of the Board: Providing effective leadership, contributing to the work of a high performing Board, and being an active team member.
- Supporting the Chair, other Board Members, Director and other management staff.
- Being an advocate for Active Surrey: encourage member agencies to support, and invest in, the Partnership.
- Planning and monitoring: Read and respond to the Partnership's policies, plans, reports and proposals.
- Code of conduct, duties and personal liability: Abide by the code of conduct for all Active Surrey Board Members.
- Sharing views: The SSLOG-nominated representative will also be responsible for

gathering views and intelligence from their SSLOG peers which can assist the Partnership develop its offer and services, and to also report back to SSLOG on the work of the Partnership.

Experience

- Proven track record (and currently active) in a senior management role in one of Surrey's borough or district councils.
- Proven track record of being involved in a multi-agency partnership or business.
- Involvement in the development of sport and physical activity.
- Networked with "movers and shakers" and capable and willing to use influence to benefit the Partnership.
- Experience of involvement with Board and committees and the governance role of non-executive directors.
- Experience of strategic and business planning and review mechanisms.
- Experience of generating income and business growth.
- Experience of directing operations and gaining consensus.
- Proven track record of working at a high level in one or more of the following:

Commercial / business development
Voluntary sector sport
Professional / performance sport
Marketing / communications
Ageing and living well
Education
Youth sector / children's services
Health / physical activity
Equity / social inclusion
HR / workforce development
Finance / sponsorship / fundraising
Governance / board development

Knowledge and Skills

- Ability to motivate and inspire others.
- Ability to build constructive relationships.
- Understanding of partnership working.
- Knowledge of the sport and physical activity sector.
- Understanding of public sector accountability.
- Skilled communicator and negotiator.
- Ability and willingness to act as an advocate for sport to a broad audience.
- Understanding and commitment to equal opportunities and valuing diversity.

Personal Qualities

Public respect.

- Passion for sport and physical activity.
- Independence.

- Influence and personal acumen.
- Objectivity.
- Discretion.
- Well connected networks.