



AMATEUR SWIMMING ASSOCIATION NORTH EAST REGION

ROLE DESCRIPTION

ROLE TITLE: Board Member - ASA North East Region

ROLE PURPOSE: To provide skills and experience to the sport through a seat on ASA NER Board (the Board) for a designated period.

RESPONSIBILITIES:

1. In liaison with the Chairman, Regional Director and fellow Board members establish the Vision and Strategy for the Region, monitor progress of the delivery of the Vision and Strategy annually and review the Region's core values at least every four years.
2. In liaison with the Chairman, Regional Director and fellow Board members ensure the Standing Committee Managers understand and deliver against the Vision and ensure each member of the Committee Manager has clearly defined areas of responsibility.
3. In liaison with the Chairman, Regional Director and fellow Board members monitor and evaluate the work of the Standing Committees, together with any working groups established by the Board for a specific purpose, ensuring that they are achieving the key performance indicators, where appropriate on budget and on time as set out in the corporate and operational plans.
4. In liaison with the Board Chairman, Regional Director, Finance Manager and fellow Board members establish the financial policy of the Region and monitor and evaluate the budget and forecast, at least quarterly, to ensure the maintenance of a sound financial base at all times.
5. Where appropriate, undertake specific roles as shall be decided from time to time either by the Chairman, Regional Director or Board on behalf of the Region.
6. Attend Region events and meetings as appropriate and requested by the Chairman or the Regional Director.
7. Maintain a current knowledge of the Board's activities, the work of the Region and the work of relevant Standing Committees and partners and undertake training where appropriate.
8. In conjunction with the Chairman, Regional Director and other Board Members, report to the membership on an annual basis

PERSON SPECIFICATION FOR BOARD MEMBERS

ESSENTIAL	DESIRABLE
Strong communication skills coupled with the ability to present own views in a clear, concise manner.	Previous experience of committee activity in a voluntary organisation at a high level.
Experience of setting and working to a Vision and strategic plan.	Previous experience of working in a senior position within an organisation where strategic planning is part of the role
Knowledge of the sport and its Vision.	Broad experience of numerous roles within the sport
Comprehensive literacy and numerical skills	Proven numerical and literacy skills demonstrated through current or previous employment.
Knowledge of the requirements of the long term athlete development (LTAD) model	Able to demonstrate understanding of LTAD & Swim 21.
Experience of establishing Financial policy and monitoring financial performance	Broad interest in the application of aquatics to matters relating health and fitness
Knowledge of the principles of corporate governance	

COMPETENCIES (For guidance only)

- Builds effective relationships with the Chairman, fellow Board members and Regional Director ensuring all are committed to the common purpose.
- Builds effective relationships with external partners as required by the Board.
- Expresses both orally and in writing, ideas that inform in ways that are appropriate, accurate and concise.
- Listens actively to individuals and organisations so that their needs are identified, innovates to meet those needs and checks that needs have been met.
- Listens actively to all fellow Board members, ensuring that their views are heard.
- Solves problems creatively by, identifying the problem, evaluating the alternatives and finding innovative solutions.
- Can see opportunities and originate action in pursuit of achieving; Swimming's Vision, Corporate Plan and strategic goals.
- Identifies training needs for self and undertakes relevant training.
- Follows the principles of Corporate Governance and Swimming's Code of Conduct.
- Makes controlled responses in stressful situations, such as when faced with negative responses or excessive workload.
- Sets high standards for self and others and is dissatisfied with average performance