

CHAIR OF SENIOR MANAGERS EXECUTIVE AND NETWORK AND BOARD TRUSTEE

ROLE DESCRIPTION

Main Purpose

The Board acts as the ultimate decision maker for BUCS, ensuring that it is operating in line with its strategic aims and fulfilling its charitable purposes. The Board are committed to the long-term interests of the organisation and meet regularly to oversee and direct business operations. The Board are seeking nominations for the role of Chair of the Senior Managers Executive and Network, and Board Trustee. The successful candidate will work closely with both the executive and the Board to correctly position the support, insight, experience and knowledge of the Senior Managers Network, in the delivery of strategic objectives and impact.

Main Duties and Responsibilities

Leadership and Member Perspective

- Provide feedback and constructive check and challenge to the BUCS executive on strategic objectives and delivery areas to ensure the perspective of the Senior Managers Executive and Network are considered within BUCS leadership and decision making.
- Act as the primary facilitator of feedback between the Senior Managers, BUCS Executive and BUCS Board
- Lead the Senior Managers Executive to achieve its delegated responsibilities effectively, ensuring adherence to governance, legal, and regulatory requirements.
- Chair Senior Managers Executive and Network meetings, approving agendas and managing discussions to ensure productive and timely recommendations.
- Review the composition, structure, and effectiveness of the Senior Managers Executive and Network annually.

Networking

- Lead the Senior Managers Executive to identify key sector priorities which the Network would benefit from support with.
- Promote the sharing of best practice and expertise through the Senior Managers Network meetings.
- Maintain effective communication and relationships with the BUCS Executive, Board Chair, and Governance and Compliance Team.
- Provide accurate and timely updates to the Board following each Senior Managers Network and Senior Managers Executive meeting.

Board Trustee

- Ensure BUCS is carrying out its purposes for the public benefit in accordance with its Articles of Association.
- Ensure compliance with regulatory bodies, codes and funding partners, including but not limited to Companies House, the Charities Commission, HMRC and the UK Code for Sport Governance.
- Act in BUCS' best interest and ensure BUCS' resources are managed responsibly.
- Support the delivery of the BUCS Strategy, by advising and constructively challenging the development, implementation and evaluation of the BUCS approach to member engagement
- Support the organisation to identify, manage and mitigate risk, especially elements associated with member engagement.
- Hold a place on additional sub-committees of the Board where necessary.
- Represent BUCS in public.

PERSON SPECIFICATION

BUCS are looking for a Member to fulfil the position of Chair of Senior Managers Executive and Network and Board Trustee who is committed to managing the effective flow of information between the groups and BUCS Executive, and Board, to ensure member perspectives inform decision making.

Research shows that some people will refrain from applying for a role if they feel they do not meet 100% of the person specification. BUCS encourages applications from anyone who thinks they meet the key skills and knowledge listed below, even if they feel they do not have all of them. We are passionate about identifying the right people to help us develop and thrive.

Key skills and knowledge

- Previous experience of Chairing a Board or Committee.
- Experience delivering networking sessions and co-ordinating the sharing of best practice.
- Knowledge of corporate governance and charity law, and the responsibilities of non-executive Trustees.
- Good experience of developing and monitoring the delivery of strategies.
- Ability to work with, support and constructively challenge the Executive and Board colleagues.
- Experience of influencing others, in an advocacy capacity, and at a Senior level.
- A commitment to BUCS, its mission, vision and values.
- An in-depth understanding of sport in the Higher Education environment.
- A knowledge of the wider Higher Education sector and the political nuances therein.
- Highly developed analytical, communication and influencing skills.
- Ability to exercise good independent judgement.