The Royal Caledonian Curling Club

Election of Vice President and Directors

Nominations are sought for the positions of **Vice President** and three elected **Directors – two people for 3 years and one for person for 2 years** of the Royal Caledonian Curling Club (RCCC).

Nominations for the posts should be made in the attached format and must be addressed to the CEO and be received at RCCC, 2A Ochil House, Springkerse Business Park, Stirling FK7 7XE or emailed to Bruce Crawford **before close of business on 14th February 2019**.

At the June 2019 Annual General Meeting of the RCCC the position of three Elected Directors fall vacant.

Following the resolution passed at the AGM in 2011, the position of President will be taken by the current Vice President (Bye Law 4.3). The position of Vice President therefore falls vacant and is open for election.

Candidates should make themselves familiar with the Memorandum & Articles of Association and Bye Laws, copies of which can be downloaded from the RCCC website at www.scottishcurling.org/about-us/structure/. The role and responsibilities of Vice President and the Board are summarised below.

If you would like to discuss these posts further please contact the CEO on 0131 333 3003.

Arrangements for electing nominees will be advised to members in advance of the Annual General Meeting of the RCCC scheduled for **16th June 2019**. The results of the elections will be announced during that meeting.

ROLES AND RESPONSIBILITIES

VICE PRESIDENT

The Vice President attends and can participate in discussions at Board meetings but has no vote. The Vice President deputises for and assists the President as required.

The role of the President is to represent the RCCC at home and abroad under the direction of the Board. The President is seen as an ambassador or figure-head of the organisation, whose patron is Her Majesty the Queen. Upon appointment the President will be appointed as a Director of the company and will also chair the Areas Standing Committee.

BOARD

1) THE ROLE OF THE BOARD

The Board of Directors is responsible collectively for developing the strategy and managing the affairs of the RCCC and overseeing all business conducted by the Chief Executive Officer and the staff and volunteers.

The Board sets strategic and financial policy direction, whilst ensuring annual business plans and budgets are delivered to standard. The Board is responsible for ensuring that the highest levels of corporate governance are employed within the RCCC.

2) RESPONSIBILITIES

The Board is directly responsible to the membership through General Meetings and has a legal responsibility for the good running of the business under Company Law.

The Board will work closely with the Chief Executive Officer to ensure the efficient and effective delivery of all aspects of the RCCC's business.

Individual Directors will be responsible to the Chair specifically and to the Board generally with regard to delivering specific pieces of business, as may be assigned from time to time.

3) BOARD FUNCTIONS

3.1 Legal & Financial

- Safeguard RCCC assets including investment of funds, insurance protection, taxation, insolvency and fundraising.
- Ensure appropriate financial systems and controls are in place and adhered to at all times.
- Ensure all commercial partnerships comprise agreements that meet the requirements of contract law.
- Agree annual budgets that align to the business plan.
- Ensure annual audited financial accounts are prepared for presentation at Annual General Meeting.

3.2 Planning & Strategy

- Ensure the RCCC discharges its functions within a specified framework.
- Drive production of long-term strategies and short term operation plans, including short-term and long-term key performance indicators.
- Undertake periodic reviews of strategies and operational plans.
- Set strategic and policy direction for all areas of operations
- Ensure all major projects are approved, monitored and reviewed.

3.3 Communication & Promotion

- Create marketing plans and receive reports on progress towards implementation.
- Produce, implement and review, an annual income generation strategy.
- Advocate on behalf of the RCCC on all areas of operation to membership and external agencies.

3.4 Employment and Appointments

- Produce and implement recruitment, selection and appointment policies and procedures for professional staff and maintain an appropriate organisational structure within which they work.
- Ensure the RCCC complies with employment law, has employer's liability insurance, a statement of terms and conditions of employment, avoids discrimination against potential/actual employees and observes health and safety requirements.
- Appoint all professional staff and conduct the Chief Executive Officer's performance review annually.

3.5 Administration

- Direct formal delegation authority to sub-committees appointed to manage specific projects, initiatives or issues, ensuring clear terms of reference are assigned.
- Monitor the performance of the professional staff and all national voluntary officer appointments.
- Ensure all ethical policies and procedures are formulated and implemented.
- Prepare and submit to Members, an annual report that aligns to business planning targets.
- Administer the governing body Disciplinary & Appeals Procedures.
- Agree key performance indicators and standards for management.

3.6 Representational

- Develop relationships with supporting local, national and international organisations e.g. sportscotland, Local Authorities, UK Sport.
- Ensure representation within national and international bodies where appropriate e.g. WCF, ECF, BC etc.

4) ROLE OF THE CHAIRMAN

The Chairman of the Board of Directors will be appointed through an open recruitment process, for a period of up to three years. The Chairman will:

- Lead the governance function of the RCCC and work with the President and Vice-President on other areas of leadership within the sport.
- Line-manage and support the work of the Chief Executive Officer post. If a conflict of interest arises, the Board will nominate a substitute to undertake this task.
- Drive and support the work of individual Directors ensuring the participation and involvement of all.
- Establish agenda for meetings.

5) OTHER INVOLVEMENT

The Directors will be expected to take a lead role in at least one of the business activity areas of the RCCC. This could mean acting as convenor or member of one of the working or standing committees such as Finance, Marketing, Performance or Development.

There may also be a requirement for an involvement in other one-off projects that may come up from time to time.

6) TIME COMMITMENT

The Board is expected to meet regularly but not necessarily each month as a Board. Directors serve on other committees which meet on a regular basis (6 to 8 times during the year). Board members would also be expected to be present at major domestic events during the season.

The Elected Directors are elected for a period of three years and may serve, assuming they are re-elected once, for up to six years. After a year off the Board, a past Director may stand again for election.

7) SKILLS

The RCCC is looking for a broad mix of skills in its Board of Directors. Candidates for the posts of Elected Directors should possess skills or experience in one or more of the following areas:

- Business Management or Leadership
- Legal issues such as contracts or disputes
- Event Management; Marketing
- Finance
- Income Generation
- Sports Development
- Performance Sport
- Training and Education
- Facility Management

These skills or experiences could have been gained in either a professional or voluntary capacity and may have come through previous work on committees of the RCCC or other similar bodies.

The Royal Caledonian Curling Club

Vice President / Elected Director *
Nomination Form

Please indicate which position the candidate is wishing to be nominated for from the options below:

☐ Vice President ☐ Director (2-year term) ☐ Director (3-year term)

1 CANDIDATE'S PERSONAL INFORMATION

Surname Forename(s)

Candidate: (note: the candidate must be a member of a Local Club - which is a member of the RCCC – **and** must complete this form)

Address:

Post Code:

E-mail address:

Local Club: Area:

Proposer : (must be a club's President or Secretary)

Signature:

Local Club:

Full Name:

Address:

Post Code:

I, the candidate named above Hereby CONFIRM that I agree to be considered for election to the post of Director of the RCCC by the Proposer above and confirm my willingness to serve if duly elected.

Signature of Candidate:

Date:

* delete as applicable

2 RELEVANT EXPERIENCE

Please detail your relevant experience (in relation to point 7 above) (**max 250 words**)

3 PERSONAL STATEMENT

Please outline below why you would like to serve. **(max 150 words)**

PLEASE NOTE
If you go over the word limit in any section your words will be cut off at the 251 or the 151 word.

Return to:
CEO (PRIVATE)
Scottish Curling
2A Ochil House, Springkerse Business Park, Stirling FK7 7XE
or by email to: bruce@scottishcurling.org **before the close of business on 14th February 2019**