



Independent Director Recruitment

The Royal Caledonian Curling Club, trading as Scottish Curling, is seeking applications from individuals from out-with the sport of curling to fill a position on the board for a non-executive Independent Director. The board are particularly keen to receive applications from people with commercial skills and/or fundraising experience. This role is not paid and is for an initial term of three years.

Individuals wishing to be considered for this position should apply by sending a brief CV and covering letter to the CEO, Bruce Crawford at: bruce@scottishcurling.org before 6pm on Sunday 11th October 2020.

Background information on the work of the organisation and the board of directors can be seen on the website at: www.scottishcurling.org/about-us/structure/. To discuss the role of director or find out a bit more about the organisation, please phone either: Bruce Crawford (CEO) 07841 880 548 or Graham Lindsay (Chairman) 07860 262 341.

The role and responsibilities of being a director with Scottish Curling are as follows:

1) THE ROLE

The Board of Directors is responsible collectively for developing the strategy and managing the affairs of Scottish Curling and overseeing all business conducted by the Chief Executive Officer, 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 Scottish Curling.

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 Scottish Curling'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 of Scottish Curling 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 each Annual General Meeting.

3.2 Planning & Strategy

- Ensure that Scottish Curling discharges its functions within a specified framework.
- Drive production of long-term strategies and short term operational 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

- Receive reports on progress towards implementation of marketing and Communication strategies and plans.
- Support staff in the implementation and review of income generation strategies.
- Advocate on behalf of Scottish Curling 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 that Scottish Curling 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 the Chief Executive Officer and the chairman will conduct an annual performance review.

3.5 Administration

- Direct formal delegation of 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.
- Ensure that an annual report that aligns to business planning targets is prepared for the members and stakeholders.
- Agree key performance indicators and standards for management.

3.6 Representation

- Develop relationships with local and national organisations e.g. sportscotland, Scottish Ice Rink Association, Local Authorities, UK Sport, British, English and Welsh Curling.
- Ensure representation within international bodies where appropriate e.g. World Curling Federation and its member associations, World Anti-Doping Agency, etc.

4) OTHER INVOLVEMENT

The Directors will be expected to take a lead role in at least one of the business activity areas of Scottish Curling. This could mean acting as convenor or member of one of the working or standing committees such as Competitions, Rules, Umpiring, Coaching, Performance, Commercial or Member Development.

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

5) TIME COMMITMENT

Directors are expected to attend five or six Board Meetings per year, in person or online. Directors may serve on other committees which may meet up to 4 times during the year. Board members would also be expected to attend one or two major events during the season.

The Independent Director position is for a period of three years. An independent Director may be reappointed to that position as defined in the Articles, for second period of three years.

6) SKILLS

Scottish Curling is looking for a broad mix of skills in its board of directors. The board are particularly keen to receive applications from people with commercial skills and/or fundraising experience. Candidates for the post of Independent Director should possess skills or experience in one or more of the following areas:

- Governance, Policy and Audit
- Business Management and Leadership
- Legal issues such as negotiating Contracts or Agreements
- Event Management and Marketing
- Finance, Income Generation and Commercial
- Sports Management
- Training and Education
- Facility Management or Development

These skills or experiences could have been gained in either a professional or voluntary capacity.

Apply by email to our CEO: bruce@scottishcurling.org by sending a brief CV and covering letter before 6pm on Sunday 11th October 2020.