

Scottish Archery Association
Glenearn Cottage
Edinburgh Road
PORT SETON
EH32 0HQ



September 2020
admin@scottisharchery.org.uk

21 September 2020

Dear Club / Member,

Preliminary Notice of Business to be Conducted at the 2020 Annual General Meeting of Scottish Archery.

Directors Posts for election

The Annual General Meeting of Scottish Archery Association will be held on Saturday, 21 November 2020 at 10.30am. The meeting will be conducted by video conference with the sign-up link sent to members soon.

Part of the business to be considered is the election of directors to fill Director's posts that are either up for election or new Directors posts.

Accordingly, the Board invites nominations to fill the position of:

- Scottish Archery Chairperson
- Director of Athlete Progression (evolving the previously titled Director of Performance role)
- Director of Development

Descriptions of these roles are attached.

Under the Scottish Archery Articles and Bye Laws up to 4 members of the Board may be Independent Directors.

Applicants for the positions shall provide details of their C.V. on the appropriate form giving Scottish Archery not less than 6 weeks notice prior to the AGM. This requires all nominations to be in the hands of the Administrator at the above address or email address on or before 10th October 2020.

In addition, under Article 25.7 voting members may submit resolutions in writing to alter terms of the Articles of Association and Bye Laws to the Board to be considered at the AGM provided they conform to the conditions detailed in that article. Such submissions require to arrive in the hands of the Administrator at the above address or email address on or before 10th October 2020.

Jennifer Griffin
Acting Chair
SCOTTISH ARCHERY ASSOCIATION

MEMBER NOMINATION
CV / PERSONAL STATEMENT
FOR THE POSITION OF DIRECTOR OF SCOTTISH ARCHERY

I, the undersigned, confirm that, having had due regard to Article 13 of the Articles of Association (application for a vacancy), put myself forward for this position.

The Director position nominally vacant are: -

- Scottish Archery Chairperson
- Director of Athlete Progression
- Director of Development

Name:.....

Club (only for members of Scottish Archery):.....

Archery GB Number (only for members of Scottish Archery)

Signature:Date

I would bring the following experience and expertise to the Board (including relevant qualifications) in relation to the above (up to maximum of 250 words)

Please outline any further information in support of a nomination to the position (up to a maximum 250 words)

Director Role Profiles- Chair

Purpose of the role

The Chair has a strategic role to play in representing the vision and purpose of the organisation. The Chair ensures that the Board functions properly, that there is full participation at meetings, all relevant matters are discussed and that effective decisions are made and carried out.

Deliverables:

Ensure the Board of Scottish Archery functions properly

- To plan and run meetings in accordance to the Articles and Bye Laws.
- To ensure matters are dealt with in an orderly, efficient manner.
- To bring impartiality and objectivity to meetings and decision-making.
- To facilitate change and address conflict within the Board.
- To review governance performance and skills.
- To plan for recruitment and renewal of the Board.
- To lead the development and implementation of Scottish Archery's strategy for growth and development

Ensure the organisation is managed effectively

- To liaise with the various Board members as appropriate, to keep an overview of the organisation's affairs.
- To co-ordinate the Board
- Line management of the part-time Chief Executive Officer
- To ensure responsibilities for particular aspects of management (e.g. personnel matters, financial control etc) are met and specialist expertise is employed as required.
- To facilitate change and address conflict within the organisation, liaising with the Board to achieve this.
- Provide support and supervision to staff
- To directly line manage the senior staff member of the organisation.
- To sit on appointment and final appeal grievance panels, as appropriate.
- Represent the organisation
- To communicate effectively the vision and purpose of the organisation.
- To advocate for and represent the organisation at external meetings and events.
- To be aware of current issues that might affect the organisation.

Critical Competencies: skills and abilities required for the role

- Good leadership skills.

- Good communication and interpersonal skills.
- Impartiality, fairness and the ability to respect confidences.
- Ability to ensure decisions are taken and followed-up.
- Good time-keeping.
- Tact and diplomacy.
- Understanding of the roles/responsibilities of a management Board.
- Experience of organisational and people management.
- Understanding of finance and financial projections and budget management
- Have a broad understanding of corporate governance in voluntary and commercial organisations
- Ability to negotiate with both internal and external bodies

Experience:

- The candidate should have a minimum of 2 years prior experience in a leadership or senior management role within an organisation.
- It is essential that the candidate has experience in managing teams of people and chairing meetings.

Director Role Profiles – Development

Purpose of the Role

The Independent Director of Development has a key strategic role to play within the Scottish Archery Board portfolio. As an organisation which is majority-funded for Development activities there is a clear need for an understanding of how the sporting sector in Scotland functions alongside a demonstrable skillset within club and volunteer development either within sport or the third sector.

- Assisting with the setting the Organisation's strategic aims, ensuring that the necessary financial and other resources are in place to meet its objectives
- Working with the rest of the Board in reviewing management and organisational performance
- Act as a strategic expert for sport and club development

Deliverables:

Ensure the organisations development objectives are delivered and staff are able to access key guidance and support

- To review the organisations development budget acting in a key advisory role.
- To ensure matters are dealt with in an orderly, efficient manner.
- To bring impartiality and objectivity to meetings and decision-making.
- To review and advise development staff on key changes within the industry.
- To recruit (when required) any roles within the development portfolio alongside the Chief Executive Officer or Pathways Manager.
- To lead the development and implementation of Scottish Archery's strategy for growth and development

Critical Competencies: skills and abilities required for the role

- Proven leadership skills.
- Empathetic communication and interpersonal skills.
- Impartiality, fairness and the ability to respect confidences.
- Ability to ensure decisions are taken and followed-up.
- Tact and diplomacy.
- Experience of organisational and people management.
- Understanding of sports development, financial projections and budget management
- Have a broad understanding of corporate governance in voluntary and commercial organisations
- Ability to negotiate with both internal and external bodies

Experience:

- The candidate should have a minimum of 2 years prior experience in a leadership or senior management role within an organisation – ideally sporting or third sector.
- It is essential that the candidate has experience in managing teams of people and chairing meetings.

Director Role Profiles – Athlete Progression

Purpose of the Role

The Director of Athlete Progression has a key strategic role to play within the Scottish Archery Board portfolio. As an organisation with a clear commitment to people and athlete development over the last few years, the role of Performance Director has evolved into one focusing on the growth of athletes at several levels as opposed to merely operating with those at the High Performance Level.

- Assisting with the setting of the Organisation's strategic aims, ensuring that the necessary financial and other resources are in place to meet its objectives
- Working with the rest of the Board in reviewing management and organisational performance
- Act as a key strategic expert for sport and athlete development

Deliverables:

- To represent the interests of the Members of Scottish Archery on the Board.
- To attend meetings with Performance Partners and Scottish Archery Board as required.
- To support the Scottish Archery Board.
- Produce a Scottish Archery Performance Plan for inclusion into the sportscotland submission, and ensure the actions in the Performance Plan are carried out.
- Form and convene the Performance Group.
- Agree any competitions that Scottish Archery will send teams to attend.
- Work with the Performance Group to continually develop pathways which connect club, coaching and competition development activities within Scottish Archery to Archery GB Squads and Teams.
- Work with the Performance Group to professionalize the sport and cultivate opportunities for athletes to engage with once they choose to stop actively competing.

Critical Competencies: skills and abilities required for the role

- Proven leadership skills and a real focus on teamwork
- Empathetic communication and interpersonal skills.
- Impartiality, fairness and the ability to respect confidences.
- Ability to influence positive messages of Scottish Archery both internal and external of the organisation
- Tact and diplomacy.

- Experience of organisational and people management.
- Understanding of sports and athlete development, financial projections and budget management
- Have a broad understanding of corporate governance in voluntary and commercial organisations
- Capable of collaborating for success
- Ability to inspire colleagues and direct reports

Experience:

- The candidate should have a minimum of 2 years prior experience in a leadership or senior management role within an organisation – ideally sporting or third sector.
- It is essential that the candidate has experience in managing teams of people and chairing meetings.

General Comment for Directors

You should have particular regard to the general duties of Directors in Part 10 of the Companies Act 2006, including the duty to promote the success of the company under which all Directors must act in the way they consider, in good faith, would be most likely to promote the success of the organisation for the benefit of its members as a whole.

In doing so, as a Director, you must have regard (among other matters) to:

- the likely consequences of any decision in the long term;
- the interests of the Organisation's employees
- the need to foster the Organisation's relationships with all relevant stakeholders;
- the impact of the Organisation's operations on the community and the environment;
- the desirability of the Organisation maintaining a reputation for high standards of conduct; and
- the need to act fairly as between the members of the Organisation

Unless the Board specifically authorises you to do so, you shall not enter into any legal or other commitment or contract on behalf of the Organisation.