

Scottish Archery Association

Glenearn Cottage
Edinburgh Road
PORT SETON
EH32 0HQ



September 2021

admin@scottisharchery.org.uk -

24 September 2021

Dear Club / Member,

Preliminary Notice of Business to be Conducted at the 2021 Annual General Meeting of Scottish Archery.

Directors Posts for election

The Annual General Meeting of Scottish Archery Association will be held on Saturday, 20 November 2021 at 10.30am. Due to the ongoing challenges of the COVID-19 pandemic and for the safety of members, the meeting once again will be conducted by Zoom video conference with the sign-up link sent to members prior to the event. The nature of admission via video conference means members will need to register to attend and provide a valid email you are happy to be contacted on for the purposes of delivering the AGM.

Part of the business to be considered is the election of directors to fill Director's posts either up for election or new Directors posts. We have 4 members of the current board who's terms expire at the AGM this year.

They are:-

Craig Lindsay – Independent Finance Director

Bob Provan – Director without Portfolio (currently fulfilling an equalities role)

Moira Taylor – Director of Coaching

Caroline Buchanan – Director of Safeguarding

The board will also seek to fill the vacancy left by Independent Director Kevin Pringle who resigned from the board earlier in 2021.

Craig Lindsay has indicated he **will** stand for re-election.

Bob Provan and Caroline Buchanan have indicated they will step down from the Board at this years AGM

Moira Taylor will have served 2 full terms at this years AGM and is time-limited as a Director so must step down.

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

- Finance Director (incumbent Director will stand for re-election)
- Director of Safeguarding
- Director x 3 (Portfolios to be confirmed)

The Scottish Archery Board skills audit conducted in early 2021 identified a potential gap in areas of Commercial, HR, Legal, PR & Communications and we are also keen to receive applications from those whose strengths include equalities, diversity, changing lives, social change and youth work. We would of course be keen to hear from members or those outwith the sport who are keen to join a board with a skill in one or more of these areas.

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. Given the current board composition, only 2 of the 5 vacancies above could be filled by 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 8 October 2021.

Applications should be submitted using the [Application Form](#)

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 8 October 2021.

**Jennifer Griffin
Chair
SCOTTISH ARCHERY ASSOCIATION**

DIRECTOR OF FINANCE

Required skills

- Knowledge and experience of financial matters, accounts and financial reporting at company level
- An accounting or finance degree would be beneficial
- Ability to prepare and deliver accounts and financial statements
- Ability to explain potentially complex and detailed financial matters in a clear and concise manner.

Responsibilities of the Role:

- act as the Board Member with specific responsibility for the strategic oversight of the Financial Business Area for Scottish Archery including:
- compliance with financial requirements
- compliance with public grant funding requirements
- recording and reporting on all income and expenditure for Scottish Archery
- prepare and report all financial accounting and management matters to the Board with the assistance of relevant Scottish Archery staff as appropriate
- preparation of Annual Accounts for Scottish Archery, in conjunction with any Account Inspectors, for presentation at the organisation's Annual General Meeting
- chair meetings of the Finance Committee as appropriate
- assist the Board to select and appoint appropriately qualified members and persons from outside the sport (including any firm of accountants) to support Scottish Archery in financial matters
- work with colleagues to undertake any specific project agreed by the Board to support aspects of finance work for Scottish Archery
- report to the Scottish Archery Board on progress and any other issues which may arise within the business area
- represent Scottish Archery at relevant meetings, conferences and/or other events, as may arise from time to time

DIRECTOR OF SAFEGUARDING

Required Skills:

- A clear understanding of Scottish Safeguarding legislation and the Standards for Child Wellbeing and Protection in Sport
- Appropriately qualified in Safeguarding ie up to date Safeguarding & Protecting Children certification and In Safe Hands certification
- Ability to advise on and implement policies for the safeguarding and protection of children, young people and adults at risk.
- Ability to represent Scottish Archery's approach to safeguarding at internal forums
- Ability to communicate Scottish Archery's approach to safeguarding to other organisations including government departments and other public bodies
- Ability to ensure that Scottish Archery works collaboratively with external agencies on strategic plans to safeguard and promote the welfare of children, young people and adults at risk
- Ability to ensure that the integration of a culture of listening to children, young people and adults at risk is embedded in organisational plans

Responsibilities of the Role:

- Identify the requirements and best practice for safeguarding children, young people and adults at risk in Scottish Archery
- Develop and implement policies and procedures for Scottish Archery for safeguarding children, young people and adults at risk
- Evaluate and improve policies and procedures for safeguarding children and young people including those related to safe recruitment of staff and volunteers
- Ensure all persons working (either paid or unpaid) with children, young people and adults at risk, are aware of what is required of them within the guidelines, policies and codes of conduct
- Ensure volunteers and staff are advised and circulated details of opportunities to undertake training
- Be the 'Safeguarding Champion' on the Board of Scottish Archery
- Represent Scottish Archery's approach to safeguarding at internal forums where required
- Communicate the approach of Scottish Archery to safeguarding and protecting children, young people and adults at risk to other organisations including government departments, public bodies and funders
- Ensure Scottish Archery works collaboratively with external agencies such as Children 1st, Disclosure Scotland, Volunteer Scotland Disclosure Services (VSDS) on strategic plans to safeguard and promote the welfare of children.
- Ensure that Scottish Archery's strategic plans integrate a culture of listening to children, young people and adults at risk
- Ensure all incidents are correctly recorded and reported in accordance with Scottish Archery's policy and procedures.

DIRECTOR (3 Positions)

General Director Responsibilities

Working within a skills-based Board, the primary role of the Director is to support by:

- Providing entrepreneurial insight for the Organisation within a framework of prudent and effective controls enabling risk to be assessed and managed;
- 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
- Assisting in setting the Organisation's values and standards and ensuring that its obligations to its members and other stakeholders are understood and met.

You would be expected to perform your duties (whether statutory, fiduciary or common law) faithfully, diligently and to a standard commensurate with the functions of your role and your knowledge, skills and experience.

You must have particular regard to the Financial Reporting Council's UK Corporate Governance Code and associated Guidance on Board Effectiveness in respect of the role of the Board and the role of its Directors.

You must exercise your powers in your role as a Director with due regard to relevant obligations under prevailing law and regulation, including the Companies Act 2006, the UK Corporate Governance Code and associated guidance, the UK Listing Authority's Listing, Prospectus, and Disclosure and Transparency Rules.

Decision Making Responsibilities

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.

Practical Requirements

Directors are required to attend Board meetings held throughout the year which may meet physically or virtually and to attend the Company's Annual General Meeting.

Professional Experience & Qualifications Essential	Desirable
Board level experience or equivalent in business and/or sport	Experience of helping to develop and grow a sporting organisation

Experience of 'membership' organisations	Experience of strategy and analysis & presenting strategic and operational information in an easily understood and accessible format.
Broad understanding of organisational Governance	Graduate and/or post-graduate management or equivalent qualification

Person Specification (Knowledge, Skills & Attributes)

The following personal attributes and skills are required in order to perform successfully as an Director:

- integrity
- the ability to think and act strategically
- sound judgment and problem solving abilities
- a willingness to accept challenge and also to effectively challenge others
- ability to provide counsel
- ability to communicate ideas
- leadership and self-awareness, ability to gain respect and attention
- critical thinking, creativity and strategic awareness
- possess a 'critical friend' mentality
- availability to prepare for and attend meetings
- an ability to identify potential problems and deal with risk
- understanding of not-for-profit organisations

This document is not contractual and may be subject to change at the Board's discretion.

General Comment for Directors

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