



Job Description – BASI Chairman

Title: Chairman

Reports to: BASI Membership

Based at: Home

Job purpose: Responsible for Governance of BASI

Key responsibilities and accountabilities:

To ensure BASI is planning and prepared for the future whilst looking after the interests of the membership in the following areas:

1. Governance
2. Financial
3. Strategic
4. Constitutional
5. Good practice within BASI & Snowsports
6. The employment and management of the CEO
7. Leading the Board of Directors
8. Representing BASI as Chairman

Specific responsibilities and accountabilities:

- Lead and manage the business of the Board to provide clear direction and focus.
- Ensure that there is a clear structure for the effective operation of the Board and its committees.
- Build an effective Board, the skills of which match the scale and complexity of BASI's business.
- Ensure that new directors receive appropriate induction to the BASI Board and ensure individual Directors and CEO understand their roles clearly and ensure they follow their roles.
- Address the development needs of the Board with a view to enhancing its overall effectiveness as a team. With the assistance of the BASI BOD Secretary, identify any such development needs for members of the Board.
- Ensure that Board committees are properly chaired, structured and run in accordance with agreed terms of reference.
- Ensure the Board contributes fully in major strategic decisions.

- Encourage a culture which upholds the highest standards of integrity which promotes credibility and the employability of BASI members.
- Encourage effective and open communication within the Board.
- With the BASI BOD Secretary, set the agenda, style and tone of Board discussions to promote effective decision-making and constructive debate in Board Meetings.
- Ensure the Board employs and reviews the performance of the CEO.
- Ensure that the strategies and actions approved by the Board are effectively implemented by the Chief Executive Officer.
- Ensure that the budgets and actions approved by the Board are effectively implemented by the Chief Executive Officer.
- Work closely with the Chief Executive Officer providing support and advice, whilst respecting the Chief Executive Officer's responsibility for the day to day management
- International and national representation – attend Meetings with external organisations and ensure that BASI Board views are clearly promoted whilst looking after the interests of the BASI members.

In addition the Chair will

1. Contribute fully to the governance issues of the Association.

Attend and Chair Board Meetings. (Normally 4 a year with approximately 10 board phone calls).

Know and understand the current business development plans, values and strategic direction and the constitution of BASI.

Contribute fully in major strategic decision making of the association focusing on Board matters and not straying into executive and operational responsibilities.

Be prepared and keep up to date with board business particularly prior to meetings.

If necessary request items to be included on the agenda at Meetings and be prepared to make proposals.

Along with the business plan, understand, agree and monitor the annual budget and other financial issues which are implemented by the Chief Executive Officer.

2. Represent and further the interests of BASI and its members.

Attend General Meetings.

Communicate with members and take into consideration their feedback when contributing to policy decisions at Board level.

Communicate BASI's strategic plans, values and the feedback the membership.

Be part of a culture which upholds the highest standards of integrity and which promotes the objects of the company.

Help connect BASI and the Board with networks of potentially useful people and organisations and if called upon, represent BASI externally.

3. Undertake external meetings or working group activity.

Partake in specific meetings/working groups etc. Directors representing particular disciplines will also be required to attend discipline panel meetings and work on discipline panel projects as part their role as a Director. To coordinate or participate in meetings/working groups, reporting back to the full Board.

Communicate the outcome of meetings/working groups (normally in writing prior to a Board meeting) and make proposals in line with the remit of the group.

4. Identify and meet director related development needs in line with personal and organisational objectives.

Identify situations where further training and support would be beneficial and discuss these with the CEO, Chairman and Board.

Participate in identified “in service” development sessions.

Be involved in the process of employing and monitoring the performance of the CEO, review the development of and have support available for the CEO.

5. Directors should be aware of health and safety guidelines and take reasonable care to observe health and safety rules for themselves and others when working on behalf of BASI. Know and understand BASI’s safety policy.

Use common sense at all times to prevent accident or injury and in the case of accident or injury make common sense decisions to prevent further injury.

Inform the CEO of any Health and Safety matters that are a concern.

Person-profile:

Personality – Be able to express and communicate views which you believe to be in the best interests of BASI and the membership

Personal Situation – Be able to commit to a minimum of 4 Board Meetings, General Meetings, Board telephone calls, plus specific working groups related to your position for the period of your appointment.

Management Ability – Be able to work, develop and communicate effectively with others. Communicate efficiently and effectively. Listen and show you are listening by responding in an encouraging way

Have organisational experience of: Governance - Strategic planning - Financial monitoring

I (Name).....

have read, understand and agree with the above job description.

Signed:Date: