



### **Job Description – Secretary to the Board**

**Title:** Secretary to the Board

**Reports to:** Board and 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

#### **Specific responsibilities and accountabilities:**

- Communicate efficiently with the Chair person & CEO regarding collation, distribution and storage of information, along with setting up and running each BOD meeting.
- Organise in conjunction with office staff, facilities required for each BOD meeting.
- To be the main point of contact, for all Board members re attendance and arrangements for said meetings.
- To ensure all paperwork is ready for each meeting. (E.g. Agenda, minutes of previous meeting etc.)
- Communicate with the BASI office staff regarding any assistance/information required for company Meetings/General Meetings.
- To provide accurate minutes for Meetings and to make these available for the members via the BASI web site.
- Be a point of contact for members regarding the minutes if required.
- Actively participate in BOD Meetings and discussions regarding Board matters where appropriate.

Whether or not you have a vote you should participate fully in all discussions regarding Board business and if a voting member, vote in the best interests of BASI and the members you serve.

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

Attend 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, Accurate minute taking.

I (Name).....

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

Signed: .....Date: .....