

Cornwall Golf



ROLE DESCRIPTION

TITLE:	County Chair
COUNTY:	Cornwall
RESPONSIBLE FOR:	County Golf Operations Manager
RESPONSIBLE TO:	County Board

TERM OF APPOINTMENT: This is an appointed position for three years with an option for a further three years. The position will be ratified at the AGM

TIME COMMITMENT:

- Attend all meetings of the County Board who will meet at least 3 times a year.
- Attend the Annual General Meeting and present the County report
- Be a member of a sub-committee which will meet at least 2 times in a year
- Attend other County meetings and dinners as required
- Attendance at award meetings or dinners is optional

Reasonable expenses incurred as part of the Chair activity will be reimbursed by the Company.

SKILLS AND KNOWLEDGE

Essential:

- Understanding and acceptance of the legal duties, responsibilities and liabilities of not for profit and/or charity status.
- Willingness to devote time to carry out responsibilities
- Able to take a strategic and long term view, and the ability to think creatively
- Good working knowledge of golf and the structure at national, county and club level activity
- Experience of working with a Board, Executive staff and volunteers
- Working knowledge of the activities undertaken by the County
- Evidence of good, independent judgement, political impartiality
- Excellent communication and interpersonal skills and the ability to respect confidences of colleagues
- Ability to balance tact and diplomacy with willingness to challenge and constructively criticise
- Competent use of IT
- Access to transport

Desirable

- Skills and experience in one or more areas of non-executive governance and management e.g. strategic planning, business management, financial/accountancy.

PURPOSE

Provide leadership and direction to the Board enabling them to fulfil their responsibilities for the overall governance and strategic direction of Cornwall Golf.

Work with the Board to raise the external profile of Cornwall Golf with relevant partners and bodies and increase Cornwall Golf's role and influence.

Key Responsibilities and Duties

- Comply with Companies Act obligations as a Director.
- Make sure that Cornwall Golf meets the highest standards of corporate governance and seeks compliance with appropriate regulations.
- Lead the Board in setting direction for Cornwall Golf to develop a 5 year strategy and a regular review process
- Work in partnership with the County Golf Operations Manager to achieve the aims of the County.
- Support affiliated golf clubs and members within Cornwall, providing strategic oversight of the County's activities.
- Set and encourage the correct behaviours necessary to ensure the effective running of the Board.
- Maintain oversight of any risks to reputation and/or financial standing of the County
- Be proactive in the County, supporting the development of links between the County Board and other organisations, businesses and local authorities.
- Support the County Golf Operations Manager in developing organisational policies, define goals, targets and evaluate performance against agreed targets.
- Approve the annual cycle of board meetings, meeting agendas, chair and facilitate meetings, monitor decisions and ensure they are implemented.
- Liaise regularly with the Finance Director to maintain a clear understanding of the financial position and ensure a full and timely disclosure to the Board and Affiliated Members
- Undertake regular evaluation of the performance of the Board
- Establish and maintain a close relationship with the County Golf Operations Manager, providing support and advice whilst respecting executive responsibility
- Represent the County as a spokesperson at appropriate events, meetings and/or functions.

Key Relationships

Internal: County Golf Operations Manager
County Board
Affiliated Clubs
County Members

External: England Golf
Golf Foundation
Professional Golfers' Association (PGA)
External Auditors
Contractors & Commercial Partners