



## **Role Profile: Non Executive Directors Hockey Wales Board**

### **1. Purpose**

1.1. To provide non-executive leadership by contributing experience, expertise and insight to determine strategy, direction and control in the interests of Hockey Wales, customers and the wider community; to balance the organisations purpose with our business activities.

### **2. Overall role**

2.1. To play an active leadership and governance role within the organisation, setting the strategic direction of the business to support the overall purpose of making a difference to people's lives through our vision, doing so in a way which is consistent with the organisations values, ensuring that risk is managed and obligations to customers, regulators and stakeholders are understood and met.

2.2. All Non Executive Directors share responsibility for Board decisions. Each Non Executive Director must act only in the interests of the organisation; Non Executive Directors should put the interests of the organisation before their own interests and should not act on behalf of any constituency or interest group. Every Non Executive Director is responsible for establishing strong working relationships within and between the Board, the Chief Executive and executive staff.

### **3. Responsibility Lines**

3.1. Individual Non Executive Directors are responsible to the Chair for the achievement of the objectives of the organisation. The Chair will ensure the efficient conduct of the Board's business; that all Non Executive Directors are given the opportunity to express their views; that the Board makes proper and appropriate arrangements for its own effectiveness appraisal and that of Non Executive Directors; and for a succession plan for Non Executive Directors.

### **4. Responsibilities**

#### **4.1. Leadership and direction**

- a) To participate in establishing the strategic objectives of the organisation
- b) To ensure clear accountabilities and communications within the organisation
- c) To promote the organisation internally and externally, establishing constructive, high-quality relationships, with current and potential customers, partners and stakeholders
- d) To monitor, safeguard and enhance the organisations reputation.
- e) To establish and maintain a positive customer and community focussed culture
- f) To create a positive climate within the Board which fosters constructive challenge
- g) To develop a constructive and supportive relationship with executive
- h) To appoint (and, if necessary, remove) the Chair in accordance with the Rules

#### **4.2. Strategic development**

- a) To set the key strategic objectives and determine the strategic aims and outcomes required in line with the overall organisations strategic plan
- b) To establish a framework for approving and regularly reviewing strategies, policies and plans to achieve business objectives and effective governance



- c) To approve an annual business plan, budgets for both revenue and capital expenditure and funding strategy that support the achievement of the corporate strategy and business plan
- d) To ensure that all assets are adequately protected, managed efficiently and effectively, and capacity is properly utilised, so as to maintain long term viability and sustainability of the organisation and its assets.

#### **4.3. Risk management and internal control**

- a) To oversee a framework for the identification, management and review of risks, including agreeing risk capacity and appetite
- b) To take or ratify decisions on matters that might create significant financial or other risks to the organisation
- c) To ensure that a positive culture of managing opportunities, threats and uncertainties is embedded throughout the organisation
- d) To determine policies and decisions on all matters that might create a significant financial or other risk to the organisation, or which raise material matters of principle.
- e) To operate within the delegation and internal control framework agreed by the Board.
- f) To obtain systematic information that provides assurance on the effectiveness of internal controls.

#### **4.4. Performance monitoring and Continuous Improvement**

- a) To regularly review and monitor performance in relation to strategies, plans, budgets, controls and decisions
- b) To drive an agenda for continuous improvement in service delivery
- c) To set high governance standards, contributing to reviews of the Board's performance
- d) To obtain and consider customer and stakeholder feedback

#### **4.5. Probity and integrity**

- a) To approve each year's accounts prior to publication
- b) To obtain assurance that all business is conducted lawfully and in accordance with generally accepted and specific standards of performance, probity, good practice and regulatory requirements
- c) To ensure that there are codes of conduct for Non Executive Directors and staff that set the highest standards of probity and regularly review compliance
- d) To ensure the organisations compliance with all relevant regulatory requirements and good practice standards.



### **Values & Behaviours:**

- a) act in the best interests of the organisation and our customers at all times, regardless of any personal, professional or political interests
- b) share the values of the organisation and adhere to our Code of Conduct
- c) adhere to the organisations core policies,
- d) promote the organisations commitment to equality and diversity
- e) promote the highest standards of governance
- f) contribute to and share responsibility for decisions and work as part of the Board team
- g) prepare for, attend and contribute constructively to meetings, training sessions and other events
- h) take ownership of your personal development and learning as a Non-Executive Director
- i) represent and promote the organisation at events, competitions and on other required occasions
- j) respect the confidentiality of information and adhere to Data Protection regulations.

### **5. Terms of Office**

5.1. Terms of Office for all Non-Executive Directors of will be 12 months with the option to continue for 3 years all in line with the articles of association.

### **6. Time Commitment**

6.1 Approximately 1 day per month, there are 5 Board meetings annually and Board members may be asked to lead on a specific area of work or represent the organisation at other relevant meetings or events.

### **7. Remuneration**

7.1 The position is voluntary and all reasonable travel and subsistence expenses will be paid.

### **8. Location**

8.1 Flexible, although the majority of meetings are in Cardiff, by phone, skype or video conference.