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03/11/2009

Dear Regional Secretary,

Please could you publicise the following among your members as you see fit:

GNAS Director – England

Nominations are sought for the post of Non-Executive Director of GNAS (elected by England). Any member of GNAS affiliated through an English region is eligible to be nominated for election; nominations should be supported by the Region through which the candidate is nominated, and signed by the Regional Chairman or other senior officer. Regions may nominate more than one candidate if desired

Election will be held through a postal vote of all English Regions (as members of the EAF); it is expected that clubs will be appropriately consulted.

The general description of the role is as follows:-

Non Executive Director

This is a non-employed post where reasonable expenses are met by GNAS. Expected time commitment is a minimum of 25-50 days per annum and will include attendance at board Meetings and the AGM. Currently these constitute 4 full weekends per year plus at least two working weekends / workshops including the annual Development conference in November. Where the post holder has additional responsibilities as a member of one or more governance committees, or through chairing or participating in disciplinary and appeals committees, then the expected time commitment will rise to 50-100 days dependent on duties. Time commitment includes such time away from meetings as is required to effectively carry out the role and may include report writing and reading, responding to information and reports from executive directors, participating in conference calls and electronic voting.

Role Requirements

- Time commitment: attend board meetings (with appropriate preparation time), attend AGM, some attendance at major archery competitions/events
- May attend meetings of the English Archery Federation as an adviser/observer.
- Travel: occasional UK travel may be required
- Experience: experience as a Board member of a similar-sized organisation or equivalent experience; skills commensurate with the role in a different context
- Knowledge: knowledge of the sport of archery in the UK is essential and an appreciation of boardroom and corporate governance issues would be helpful

Duties

- Act in a non-executive capacity
- Attendance at all Board Meetings and the Society's AGM with such taking priority over other archery specific events
- Serve, as required, on appropriate governance committees to ensure robust scrutiny
- Constructively challenge on all aspects of the work of the Society
- Use skills and experience to ensure effective contribution to the working of the board
- Keeping personal skill set current

Skills

- Understanding and acceptance of the legal duties, responsibilities and liabilities of a Company Director
- Capability to perform effective analysis of complex issues and produce constructive comment
- Ability to support, challenge and manage relationships with other Directors, Committee Members and Staff
- Ability to consider a range of views and advice from other Directors, including the Chairman, and make informed and objective decisions and opinions; Capacity to act in an impartial and independent manner

Please send your CV, an Expression of Interest letter and a letter of regional support (signed as specified above) to the Secretary of the English Archery Federation (Sally Allen) at 95A, Shirley Road, Southampton SO15 3FE to arrive no later than December 31st. Initial applications may be sent by email to sallysmailbox@googlemail.com; however, hard copies with signature are required). Applications will be acknowledged by email, and will be subjected to due diligence investigation.

Yours sincerely,

Nick Beeson,
Chairman, English Archery Federation