



ROLE DESCRIPTION

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| ROLE TITLE | CHAIR OF GOVERNANCE |
| REPORTS TO | CLUB CHAIR |
| DIRECT REPORTS | N/A |
| GRADE | VOLUNTARY NON-PAID POSITION |

NATURE AND SCOPE

BRFC is committed to good corporate governance, and this role holder will promote the club’s aims to provide a safe and stable environment that allows players of all ages and abilities to play at a level that is both safe and appropriate for them. This will be carried out in accordance with the governance of the Rugby Football Union and its overarching policies, regulations and core values:

TEAMWORK – RESPECT – ENJOYMENT – DISCIPLINE - SPORTSMANSHIP

The Chair of Governance drives good practice in the Club’s statutory and regulatory affairs, ensuring good Committee structure which promotes clear, transparent working underpinned by sound decision-making.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

- Ensure high standards of governance at BRFC, including the smooth and efficient administration of the Committee and its sub-committees, by ensuring compliance with legal, tax and statutory requirements (including all regulatory affairs, relevant Laws of the Game, and the Rules, Regulations and Bye-Laws of the IRB and the RFU), Constitution , Trading Articles of Association, Committee Structure & Succession Planning, Best practice in Finance & Audit Procedures, clear policies and procedures which support best practice in our organisation, Risk Management and Disaster Recovery Plans, Club Workforce Review, Disciplinary, Equity and Inclusion policies, Data Protection policy
- Ensure Committee keep up to date with developments affecting the club and continually develop themselves e.g. training , conferences, club cluster meetings, reading etc.
- Ensure the Club upholds the values of the sport and the Club’s mission, vision and values
- Ensure that the Committee takes responsibility for:
 - - setting the strategy of the organisation;
 - - compliance with good financial and governance practices
 - - approving the long-term financial plan and annual budget;
 - - monitoring delivery of the strategic plan and objectives;
 - - periodic review of the financial plan and performance against annual budget;
 - - periodic review of major risks;
 - - discussion of, and engagement with, stakeholder proposals and concerns
- Audit, and to endeavour to maintain, Clubs’ continued affiliation to the RFU and RFU Accreditation
- Ensure that the activities of the Committee and its Sub Committees are completed within the annual budget approved by the Committee
- Support further achievement of the Objectives set by the Club Business Plan and any Accreditation Actions
- Manage governance to ensure the Club complies with the Constitution and Trading Articles of Association in all respects. Monitor changes in relevant legislation and the regulatory environment and take appropriate action.



- Raise matters which may require the attention of the Club Committee, ensuring decisions made are communicated to the relevant stakeholders
- Ensure colleagues have the governance information, procedures and advice/support they need in order to fulfil their responsibilities.
- Undertake such other duties and responsibilities as the Committee may determine from time to time to ensure efficient and effective governance.

PERSON SPECIFICATION

QUALIFICATIONS AND EXPERIENCE

- Current RFU Enhanced DBS disclosure (or willingness to obtain one)
- Recent and relevant experience of working with, or in sports clubs and preferably in a rugby environment.
- Experience of working with other agencies in business or sport
- Practical involvement in sport (preferably Rugby) as a player, coach or other volunteer
- Ideally some background in a voluntary sport operation – as a professional or volunteer

SKILLS & PERSONAL ATTRIBUTES

Ideally, you'll need to be:

- An experienced and effective team player
- Familiar with good business practices and procedures
- Confident and good at communicating
- Well organised with an orderly, analytical approach
- Well-versed in the running of the club
- IT literate

ADDITIONAL INFORMATION

How much time it will take up:

Approximately 3 hours per week.

What you'll get out of it:

Running this office well helps the whole Committee to operate at a high level. You'll be able to see the results of your efforts very clearly, as there's a high correlation between a well-run club and success on and off the field.

All Role Holders must maintain an appropriate standard of confidentiality. Any disclosures of confidential information (including personal information kept on computer or other media) made unlawfully outside the proper course of duty will be treated as a serious disciplinary offence.

Personal circumstances must allow the candidate to work extended hours on occasion during times of peak activity.

The role description, person specification and responsibilities may be subject to change at the discretion of BRFC and in accordance with business/organisational developments. Any changes will be communicated to the role holder as appropriate.