

# ROLE PROFILE



<b>JOB TITLE:</b>	Regional Chairperson
<b>LOCATION:</b>	South West
<b>WORKS WITH:</b>	Delivery Director / Senior Relationship & Coordination Manager
<b>CONTRACT:</b>	By Application Two Year Term Voluntary ( <i>with expenses paid for national travel to Basketball England meetings</i> ) Regional Chairpersons are appointed by representatives from the region in partnership with Basketball England.

## PURPOSE OF ROLE:

Oversight on regional business, ensure governance codes are followed with Basketball England central support and ensures the regional committee adds value to the game and makes a difference that can be measured each year.

## ROLE DESCRIPTION:

The role of the Regional Chairperson is to provide leadership at regional level on Basketball England's activities. Ideally the Regional Chairperson should be somebody with a strong interest in basketball, who has been actively involved with the sport as a Chairperson, committee member, player, coach, official, organiser or club owner in their region. This person can then bring a balanced overview to the implementation of the policies agreed by the Board and the main development committees.

The Chairperson will work with the Regional Development Team to ensure that the Regional Committee functions effectively and maximises the potential of each area. The Chairperson will encourage collaborative working and assist in resolving any issues within the region.

The Chairperson will be the face of the regional members, bringing key membership issues to Basketball England Regional Council and the Board, then disseminating the views and decisions back to the Region.

Importantly, the Chairperson is responsible for engendering enthusiastic support for the Region's activities.

## WHAT SHOULD THE REGION LOOK LIKE?

**Philosophy:** To operate as a unified region which is a reputable arm of Basketball England delivering the same objectives and shared goals as the National Governing Body – it is the governing body.

**Role:** To reflect, support and complement the objectives of Basketball England (the four key roles – service members, govern the game, shape its future, advocate).

**Goals:** Each region should see purpose to:

- Grow and develop participation and talent with a focus on the needs of our customers.
- Support the capacity building to develop the game and its expansion.
- Provide feedback across Basketball England and the community on the things that affect the good of the game.
- Contribute to the smooth running of the sport – the governance side, from player welfare to resolving disputes and applying rules.
- Run or assist in delivering key activities in conjunction with Basketball England staff that help the game from a regional perspective (e.g. Volunteer recognition awards, representative teams, recruiting people to get into coaching, officiating, helping clubs to grow, support to RPCs, participation programmes etc.).
- Working with and overseeing Area Associations to ensure a harmonised approach to managing and developing the game within the region.

## **SPECIFIC RESPONSIBILITIES:**

The aim of the Regional Committee is to implement Basketball England policy at regional level as directed by the Board and its committees. This policy will principally relate to, promotion, development, and increased basketball participation in England for people of all ages and abilities in every way in which the Board of Association shall think proper. Where there is a policy question or issue that might need addressing this is to be communicated through the most appropriate channel to the appropriate committee or Basketball England staff member for resolution. The agreed policy is then cascaded down to the Regional Committees from the relevant department or committee.

This important role involves leading the committee of regional representatives and working with the Regional Development Team to deliver Basketball England's activity, as agreed by the Board and committees. You will assist in enabling members in your region to have access to good quality basketball playing opportunities, competitions, and other supporting activities to help them get the most out of their sport.

### **A Regional Chairperson:**

- Is responsible for the conduct and supervision of all activities of the Region.
- Required to preside at all meetings of the Region and to attend, or nominate a suitable representative to attend Basketball England Council Meetings.
- Must represent the views of his/ her members and Committee as he/she understands them, or other nominee, must keep the Region Committee and members of the Region informed about the discussions and decisions of Council and the Regional Committee, except where these are confidential.
- Must be actively involved in, implementation of the Regions Operating Model.

# ROLE REQUIREMENTS

## PERSONAL SPECIFICATION:

- Upholds the highest standards of integrity and professionalism adhering to the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty and leadership).
- Have strong inter-personal skills, with an ability to support, motivate and lead others.
- Be approachable, positive, enthusiastic, dynamic and energetic at all times.
- Have a willingness to work collaboratively as a team with all members and stakeholders.
- Be a natural diplomat, with strong communication and negotiation skills.
- Have the ability to forge effective and lasting relationships with key stakeholders.
- Be experienced in basketball delivery within their region as either a Chairperson, Committee Member, Coach, Player, Official, Organiser or Club Owner.
- Flexibility to be available at evenings and weekends where the majority of committee meetings will convene.
- Agree to be bound by Basketball England's Code of Ethics and Conduct, all BE Policies, rules & regulations and Procedures including but not limited to, safeguarding, Equity and Duty of Care (see attached).

## TIME COMMITMENTS:

A minimum of 3-5 Regional Committee meetings per year including the AGM.

Regional meetings are to be held at a venue that ensures maximum opportunity to attend.

## REMUNERATION:

This post is voluntary but expenses will be paid for attending National meetings.

## COMMITTEE MEETINGS & AGM:

- Plan and organise committee meetings.
- Liaise with the Committee Secretary in preparing agendas, making sure that all current issues are covered.
- Liaise with the Treasurer to ensure that any financial documents are ready for the meeting.
- Ensure that all relevant documents are either circulated to participants in advance or are to hand at the meeting.
- Arrive in good time in case individual members wish to speak to him before the meeting.
- Ensure the meeting starts on time and continues without too much diversion from matters in hand.
- Give everyone at the meeting a chance to speak.

- Be diplomatic and smooth over differences of opinion if they arise.
- Make sure that any necessary decisions are taken with a vote if needed.
- If votes are divided equally, the Chairperson may have the casting vote.
- Summarise decisions and action points at the end of the meeting.

### **AGM and any other general meetings of members:**

Apart from the duties as above for the regular Committee meetings, the Chairperson will normally:

- Welcome attendees.
- Present an annual report on the club's situation highlighting successes and bringing members' attention to any special issues they need to be aware of.
- Thank individuals for their contributions to the running of the region.

### **OTHER RESPONSIBILITIES & DUTIES:**

- Recruit new members for the committee when necessary.
- Make sure new members are made welcome and looked after.
- Deal with complaints and mediate in case of disputes.
- Speak to individual members regarding particular issues when necessary.
- Delegate duties as appropriate so the Chairperson has a manageable role.

## **BASKETBALL ENGLAND**

# **CHAIRPERSONS CODE OF CONDUCT AND ETHICS**

This code has been written principally as a guide to Basketball England Directors and redacted for Regional Chairpersons and is in accordance with our Articles of Association. However, this code also applies to anyone who works on behalf of the Board of Basketball England.

As Regional Chairpersons of Basketball England you are required to behave in a manner that befits to your status as a Chairperson of the Region. Your conduct should not bring Basketball England or the sport into disrepute.

Any breach of the Code of Conduct and Ethics will be considered under the compliance disciplinary procedures. You should also ensure that that you notify Basketball England of any significant violation of this code by another member governed by this Code of Conduct and Ethics.

### **ETHICS, INTEGRITY AND HONESTY**

You must not place yourself in situations where your honesty and integrity or ethics may be questioned, should not behave improperly, and on all occasions you should avoid the appearance of such behaviour.

As Chairperson of your Region, it is essential that you act honestly and with propriety. Your duties shall be carried out in a manner that preserves and enhances public confidence in your integrity and that of Basketball England.

### **DUTY TO UPHOLD THE LAW**

You should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in you.

### **RESPECT FOR OTHERS**

You should promote equality by not discriminating against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability.

All colleagues have a right to be treated with dignity and respect. Basketball England operates an Equity policy which is available on paper or on the Basketball England webpage. All board members agree to abide by this policy and all guidance in relation to equality.

### **IMPARTIALITY**

As a National Governing Body, Basketball England places great value on the varied cultures, beliefs and backgrounds of its staff and members and Chairpersons are expected to treat all with tolerance, impartiality and act with integrity at all times.

## **DISCRETION**

You should exercise the utmost discretion at all times with regard to member details/information and the business activities of the Basketball England.

## **CONFIDENTIALITY**

All board meetings are open and details of discussions and voting etc may be published. There may be however sections of the meeting that the Chairperson deems to be confidential.

## **CONFLICTS OF INTERESTS**

Chairpersons are required to declare any conflict of interest (or potential conflict) to Basketball England as soon as possible for a ruling on the matter.

If interests or conflicts are found which have not been declared, a Chairperson can be removed from post.

In the case of an actual conflict, you are required to excuse yourself from any related voting.

## **BASKETBALL ENGLAND PROPERTY**

Basketball England property, assets, intellectual property and resources should be used with the utmost care guarding against waste and abuse. Basketball England services and supplies or facilities should not be used for personal gain.

## **OUTSIDE ACTIVITIES**

A Chairperson may engage in outside activities, with another agency for example, provided the utmost discretion is used and no business cards, literature, training materials, apparel, bags etc, bearing the Basketball England name or logo are used in support of that activity.

## **GRATUITIES**

Any substantial gift or gratuity must be declared.

In cases of doubt, Basketball England is to be consulted.

## **REASONABLE EXPENSES**

All expenses for meetings with Basketball England on a National basis (Regional Council Meetings) will be paid, with other expenses to be agreed in advance by Basketball England.

As a reminder:

- Travel – Journeys are expected to be taken in the most economical way.
- Expenses – Expenses should be claimed within one month whenever possible on a standard Basketball England form and all expenses are to be claimed by the end of the financial year.

## **INTER-REGION COMMUNICATION**

When communicating by email, be mindful of the tone and personal sensibilities. Contact the individual directly if clarification is required on any matter before copying responses to the entire Council. You should follow the Electronic Communication guidelines of Basketball England.

## **MEETINGS**

As a Council Chairperson we would like you to attend the AGM and as many Regional Council meetings as possible. If for any reason you cannot attend please inform the Secretary.

## **ILLNESS, ABSENCE OR HOLIDAYS**

Ensure you inform the Council of any long-term illnesses, absences or holidays if you are not contactable. It would be helpful if you could inform them of when you are back on line also.

## **SIGNING DOCUMENTS**

Do not sign any documents on behalf of Basketball England unless this has been agreed by Board and you have the authorisation to do so. If in doubt, don't.

## **COMPLAINTS**

All complaints are dealt with through the Complaints Procedure which generally involves the CEO, Chairperson and Compliance Manager.

Unless authorised to do so, do not become directly involved in any communications. Also do not become involved in any email communication between the Council about the complaint, as any written communications can be requested as evidence.

## **WHISTLE BLOWING**

Basketball England operates a Whistle Blowing Policy. Please make sure you familiarise yourself with this policy and the process involved.

## **SAFEGUARDING**

All Chairpersons are required to comply with the Basketball England Safeguarding Policy and all guidelines which shall include the completion and submission of a clear, enhanced DBS (Disclosure and Barring Service) check every 3 years. All safeguarding policies and procedures can be found on the Basketball England webpage and board members should be familiar with these documents at all times.

By signing below, I agree to abide by all of the terms of the Basketball England Code of Conduct and Ethics and accept and understand my full responsibilities and accountability.

Regional Chairperson: \_\_\_\_\_

Date: \_\_\_\_\_

Chair/CEO: \_\_\_\_\_

Date: \_\_\_\_\_