



ACTIVE DEVON BOARD MEMBERSHIP

Active Devon is a community focused, not for profit organisation which has as its vision 'everyone in Devon active for life'. We work with partners throughout the county to develop and promote opportunity for people in Devon to live active lifestyles.

The Active Devon Board is its principal decision making body. It sets the strategic direction for the organisation and provides oversight for its work. The Board consists of up to twelve Members who are appointed from a range of sectors and disciplines to ensure that the Board has an appropriate mix of skills, experience and local knowledge. We work hard to ensure that our skills based Board includes members from both within and beyond the physical activity / community sport sectors.

All of Active Devon's Board Members share a passion and commitment for helping the people and communities of Devon to become more active. In addition they each have highly developed skills, experience and knowledge that add value to the Board. The role of Board Member is a voluntary position with reasonable expenses reimbursed.

From time to time vacancies occur and new Members are recruited to ensure that the Board maintains a strong combined skill set. This advert does not refer to a specific vacancy. Active Devon instead wishes to maintain a register of potential candidates for future vacancies.

Active Devon is fully committed to promoting diversity in its Board Membership and Leadership. Therefore we are committed to considering all applicants with appropriate skills, knowledge and experiences which means we welcome expressions of interest from people from all sections of the community.

EXPRESSIONS OF INTEREST

Active Devon maintains a register of potential candidates for Board Membership so that when, from time to time vacancies occur, we can ensure that the Board maintains a strong combined skill set.

We are committed to considering all applicants with appropriate skills, knowledge and experiences which means we welcome expressions of interest from people from all sections of the community.

Formal expressions of interest should highlight the individual's key skills, experience and knowledge related to the Board Member role description. They should be submitted in writing, on no more than 2 sides of A4 to:

Matt Evans, Chief Executive, Active Devon
The Loft, Haven Banks Outdoor Education Centre, Haven Road, Exeter, EX2 8DP

Tel: 01392 925150

Email : matt.evans@activedevon.org

Further detailed information, including the detailed Board Member profile, is provided below.

Introduction

Thank you for showing an interest in membership of the Active Devon Board. This document provides headline information about the Active Devon Board and the role of its Board Members. Please feel free to contact Matt Evans, Chief Executive for any further information or to discuss any queries you may have. Tel 01392 925150 or email matt.evans@activedevon.org

About the Active Devon Board

Active Devon is constituted as a not for profit unincorporated association. Through a formal partnership arrangement, Devon County Council (DCC) is the accountable body for Active Devon. This means that key operational functions and policies, such as financial regulation and employment is discharged by DCC enabling Active Devon to focus on collaboration with key local community, sport and public sector partners.

The Board is Active Devon's principal decision making body. It provides strategic leadership of Active Devon including the approval each year of a delivery/business plan. The Board's remit includes:

- Oversight of the general running of Active Devon.
- Acting as a sounding board and providing support and a critical challenge to the Chief Executive and core team.
- Agreeing and monitoring the progress of the delivery plan.
- Agreeing and monitoring the annual budget (1 and 3 year forecast).
- Identifying key themes of work, guided by the priorities of the delivery plan.
- Acting as a sounding board and providing support and a critical challenge to the Chief Executive and core team.

The Board comprises up to 12 Members who are recruited from sectors/organisations relevant to the work of Active Devon to provide a broad range of skills, experience and local knowledge.

You can see more information about Active Devon's governance, including details of who the current Board Members are, by visiting www.activedevon.org/governance

Eligibility - Board Members should work and/or reside in the geographical county of Devon

Remuneration - This is a non-paid position. Travel and other reasonable expenses will be reimbursed

Term - Initially a three year term, to be reviewed annually

Time Commitment

After a brief initial induction meeting the expectation of Board Members is that they commit to regularly attend Board meetings. Generally there is an annual schedule of five, two hour Board meetings which take place in Exeter during the working day.

Board Members who may wish, and are able, to offer a little more time may be invited to attend and support other occasional Active Devon events, if available, or to represent Active Devon on working groups / at conferences etc. This is not an expectation or obligation of all Board Member

ROLE DESCRIPTION

Member of the Active Devon Board

Purpose

- Provide input to strategic leadership and be a proactive advocate for Active Devon and its work
- Help make the Board a high performing team
- Help ensure the Partnership is 'fit for purpose'
- Extend the network, influence and resources of Active Devon and its work
- A small number of Board Members volunteer to lead oversight for particular areas such as performance, risk and finance
- Support the Chairperson, Chief Executive and Active Devon staff.

Role of Board Members is to:

- Advocate for physical activity and sport in Devon
- Champion for Active Devon within their own sector and its networks
- Promote the vision for Active Devon
- Provide a two way network of communication between partners within their own sector, its associated networks and Active Devon
- Contribute to effective Board performance and management
- Contribute to the Board's setting of strategic goals within the business plan and ensuring that effective performance oversight is in place
- Support the planning, development and implementation of partnership work in accordance with the vision, aims and objectives of Active Devon
- Ensure that Active Devon remains fit for purpose
- Ensure all aspects of Active Devon are fully and effectively monitored and evaluated
- Ensure all partners are kept updated on the developments within Active Devon
- Support and respect the roles of the Chief Executive and staff of Active Devon

PERSON SPECIFICATION

Member of the Active Devon Board

Board Members will need to possess demonstrable **Experience** across a number of the following:

- Strategic vision, planning and management
- Involvement in physical activity, formal or otherwise
- Leadership
- Communication and networking
- Negotiation and mediation
- Cross agenda working
- Decision making
- Equalities and diversity
- High level experience, physical activity/sport related or otherwise, in one or more sectors relevant to the work of Active Devon. These may include:
 - Relevant Local Authority functions
 - Health / Social Care
 - Higher / Further Education Education /
 - Young Peoples' services Voluntary /
 - Community
 - Business / Commercial
 - Sport National Governing bodies
 - Other sectors relevant to the work of Active Devon

Board Members will need to possess demonstrable **Knowledge and Skills** across a number of the following:

- Commitment to and broad understanding of the benefits of physical activity and sport
- Understanding of partnership working
- Ability to build and sustain constructive relationships
- Ability to motivate and inspire
- Creative and innovative
- Skilled communicator and negotiator
- Ability to and willingness to act as an advocate for physical activity
- Understanding and commitment to equality
- High level expertise in one or more of the following areas:
 - Strategic planning and management Marketing/PR/Communications
 - Research
 - Financial planning and management Business planning
 - Physical Activity / Sport related programme planning and implementation Performance management
 - Fund raising and inward investment
 - Networking and Advocacy Negotiation and Mediation

Board Members will need to possess the following **Personal Qualities**:

- Commitment to the vision and objectives of Active Devon
- Selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- Diplomacy and discretion
- Team working ethic
- Willingness to devote necessary time and effort