



Job Description - Chairperson of the Board of Swim Ireland – January 2019

Chairperson of the Board – Swim Ireland

Remuneration: The role of Chairperson is not accompanied by any financial remuneration, although expenses for travel may be claimed in accordance with Swim Ireland Finance Policy

Meetings: Meetings are held in Irish Sports HQ in Dublin and generally take place on a weekday evening commencing after 6.00pm

Time commitment: The Board meets every six to eight weeks. The Chairperson is also expected to be in regular contact with the CEO and to liaise with other Board members

Person Specification

As the direct line manager of the CEO and the leader of the Board of Directors, the Chairperson must be an individual with the necessary leadership qualities and management skills to successfully undertake these roles. The Chairperson would also need to be prepared to commit time to chair meetings of the Company, the Board and any committees as required. It is essential that applicants have previously served as a Company Director, have a full and demonstrable knowledge of the roles and responsibilities of Company Directors under Irish law, and have a very good understanding of the sport sector. A general background in strategy, finance, and business development would also be desirable.

The duties of the Chairperson shall include (but not be limited to) liaising with the CEO on the day-to-day management of the Company and with the CEO, the Treasurer, the Board Secretary and any committees where required.

Job Description

The Chairperson will hold the Board and Executive Team to account for the organisation's mission and vision, providing inclusive leadership to the Swim Ireland Board, ensuring that each Board member fulfils their duties and responsibilities for the effective governance of the organisation. The Chairperson will also support, and, where appropriate challenge, the Chief Executive Officer (CEO) and ensure that the Board functions as a team and works closely with the entire Executive of the organisation to achieve specified and agreed objectives. As with all Board members, s/he will also act as an ambassador for Swim Ireland, representing and promoting it to external stakeholders as appropriate.

PRINCIPAL RESPONSIBILITIES

Strategic leadership

- Provide leadership to Swim Ireland and its Board, ensuring that the organisation has maximum impact for its members
- Ensure that Board members fulfil their duties and responsibilities for the effective governance of the organisation
- Ensure that Swim Ireland pursues its objects as defined in its governing document, company law and other relevant legislation/regulations

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- Ensure that the Board provides a clear strategic direction for the organisation and makes decisions which lead to actions that further the aims and objectives of Swim Ireland
- Ensure that the Board is able to regularly review major risks and satisfy itself that systems are in place to take advantage of opportunities, and manage and mitigate any risks including reputational risk and the financial standing of the organisation
- Ensure that the Board puts in place systems for monitoring both the quality of Swim Ireland's work and the sound financial health of the organisation, including financial accountability and transparency

Governance

- Ensure that the governance arrangements are in line with international standards and are working in the most effective way for Swim Ireland
- Encourage positive change where appropriate, addressing and resolving any conflicts within the Board
- Ensure the Board undergoes an appraisal process on an annual basis
- Ensure that the Board is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead the organisation effectively, and which also reflects both the membership of Swim Ireland and the wider population
- Approve the annual cycle of the board meetings, approve meeting agendas, chair and facilitate meetings, monitor decisions taken at meetings and ensure that they are implemented

External Relations

- Act as an ambassador for Swim Ireland
- In conjunction with the CEO, act as a spokesperson for the organisation where appropriate

Efficiency and effectiveness

- Chair meetings of the Board effectively and efficiently, bringing impartiality and objectivity to the decision-making process
- Ensure that Board members are fully engaged and that decisions are taken in the best long-term interests of the organisation, and that the Board takes collective ownership of decisions and their consequences
- Foster and maintain constructive relationships with and between Board members
- Work closely with the CEO to give direction to Board decision-making and to ensure that meetings are well planned, meaningful and reflect the responsibilities of the Board
- Ensure that decisions taken at meetings are implemented.

Relationship with the CEO and the wider management team

- Establish and build a strong, effective and a constructive working relationship with the CEO, ensuring that s/he is held to account for achieving agreed strategic objectives
- Support the CEO, whilst respecting the boundaries which exist between the two roles
- Ensure regular contact with the CEO and develop and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges
- Organise and oversee an annual appraisal and remuneration review for the CEO in line with policy
- Ensure that the CEO has the opportunity for professional development and has appropriate external professional support