



The Wheelchair Football Association CIO

The WFA, c/o Birmingham County Football Association, Ray Hall Lane,
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The Wheelchair Football Association

ROLE DESCRIPTION FOR CHAIRPERSON





Remuneration:	The role of Chair is not accompanied by any financial remuneration, although expenses for travel may be claimed
Location:	Birmingham County FA (Board meetings usually take place remotely)
Time commitment:	Six Board meetings per year. The Chair is also expected to have regular contact with the Trustees, and also represent the Charity at various events and meetings with key stakeholders.
Reporting to:	WFA Membership

Job Description

Objective

The Chair will provide inclusive leadership to the Board of Trustees and the association, as well as holding the Board and Executive Team to account for the Charity's mission and vision, ensuring that each trustee fulfils their duties and responsibilities for the effective governance of the charity.

The Chair will also support, and, where appropriate, challenge the Trustees and ensure that the Board functions as a unit and works closely with the entire membership of the charity to achieve agreed objectives. He or she will act as an ambassador and the public face of the charity in partnership with the Trustees.

Principal responsibilities

Strategic leadership

- Provide leadership to the charity and its Board, ensuring that the Charity has maximum impact for its beneficiaries
- Ensure that Trustees fulfil their duties and responsibilities for the effective governance of the Charity
- Ensure that the Board operates within its charitable objectives, and provides a clear strategic direction for the Charity
- Ensure that the Board is able to regularly review major risks and associated opportunities, and satisfy itself that systems are in place to take advantage of opportunities, and manage and mitigate the risks
- Ensure that the Board fulfils its duties to ensure sound financial health of the charity, with systems in place to ensure financial accountability
- Manage the performance of the National Development Manager, providing opportunities for coaching and development as required.



Governance

- Ensure that the governance arrangements are working in the most effective way for the Charity
- Develop the knowledge and capability of the Board of Trustees
- Encourage positive change and, where appropriate, address and resolve any conflicts within the Board
- Appraise the performance of the Trustees and the Board on an annual basis
- Ensure that the Board of Trustees is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead the charity effectively, and which also reflects the wider population
- Work within any agreed policies adopted by the charity

External Relations

- Act as an ambassador for the cause and the charity
- On occasion act as the WFA representative in our relationship with The Football Association
- Actively support and be an advocate for fund-raising strategies and activities
- Act as a spokesperson for the organisation when appropriate
- Represent the charity at external functions, meetings and events
- Facilitate change and address any potential conflict with external stakeholders

Efficiency and effectiveness

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

Relationship with the Board of Trustees

- Establish and build a strong, effective and a constructive working relationship with the Trustees, ensuring they are held to account for achieving agreed strategic objectives
- Support the Trustees, whilst respecting the boundaries which exist between the roles
- Ensure regular contact with the Trustees and develop and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges
- Liaise with the Trustees to maintain an overview of the Charity's affairs, providing support as necessary
- Conduct an annual appraisal and remuneration review in consultation with other Trustees
- Ensure that the Trustees have the opportunity for professional development and has appropriate external professional support



Person Specification

In addition to the qualities required of a Trustee of the charity, the Chair must also meet the following requirements:-

Personal Qualities

- Demonstrate a strong and visible passion and commitment to the charity, its strategic objectives and cause
- Personal gravitas to lead a significant national organisation
- Exhibit strong inter-personal and relationship building abilities and be comfortable in an ambassadorial role
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively
- Strong networking capabilities that can be utilised for the benefit of the charity
- Ability to foster and promote a collaborative team environment
- Ability to commit time to conduct the role well, including travel and attending events out of office hours
- The majority of the charities membership is under 25 so an enthusiastic and youthful outlook is very important

Experience

- Experience of operating at a senior strategic leadership level within an organisation, preferably within the sports and/or disability sector
- Successful track record of achievement through their career
- Experience of corporate and/or charity governance and with, or as part of, a Board of Directors/Trustees
- Experience of external representation, delivering presentations and managing stakeholders
- Experience of chairing senior or strategic meetings

Knowledge and skills

- Broad knowledge and understanding of the charity sector and current issues affecting it
- Broad knowledge and understanding of the disability sports sector and current issues affecting it
- Strong leadership skills, ability to motivate staff and volunteers and bring people together
- Financial management expertise and a broad understanding of charity finance issues
- Good understanding of corporate/charity governance issues
- An understanding of and commitment to equality, diversity and inclusion.