**Equality Diversity & Inclusion**

**Non-Executive Director & Advisor**

**Role Description**

**Purpose of the Role**

BDA Board members have collective responsibility for all matters, including equality, diversity, and inclusion (ED&I) and for any decisions made in this regard in addition to this appointment. The role of the ED&I Independent Non-Executive Director & Advisor is to provide a focus at Board level and to support the Board in ensuring that it has appropriate oversight of inclusion. It should ensure there are appropriate arrangements in place to monitor and achieve the organisation’s equality, diversity and inclusion plans and targets, including those related to the Board. The lead will also help to ensure the Board creates and maintains inclusive cultures, practices, and behaviours in all its decision making.

**Main Responsibilities**

1. Lead and inform on all discussions and planning within Board meetings that require thought on inclusion,
2. Highlight ED&I implications of Board decisions and ensure that they are considered in decision making where relevant,
3. Check and challenge the Board and Executive on decisions that affect inclusion across the organisation,
4. Assist the Board in assessment of risk to the organisation in relation to ED&I issues and ensure that the Corporate/Strategic Risk Register adequately reflects this,
5. Ensure that reporting by the executive to the Board on ED&I, including reporting on patterns and trends and performance, is appropriate and sufficient to enable the Board to make informed decisions,
6. Act as a link between the executives who have responsibility for ED&I and the Board, providing non-executive support to executive staff on inclusion issues,
7. Ensure that effective pathways are in place to enable the views of participants, their parents/guardians and other members and people on ED&I issues are made known to the Board,
8. Act as an advocate for ED&I, highlighting its importance both with stakeholders and across the organisation and its participants,
9. Develop personal knowledge and skills in relation to ED&I by undertaking training where appropriate and support other Board members in developing their own knowledge and

skills.

**General Responsibilities of a Independent Non-Executive Director & Advisor to the Board**

The ability to work with a stakeholder matrix board where self-interest needs to be kept balanced against the best interests of the BDA and its strategy.

Working with the other Board members and supported by the Managing Director you will:

1. Contribute actively to the Board’s role in giving firm strategic direction, setting overall policy, taking collective responsibility for the organisation.
2. Have oversight of the sport of bowls, sustaining and developing it for the current members and protecting it for generations of bowlers.
3. Monitor progress against the annual agreed goals, objectives and how it applies its resources exclusively in pursuing its objectives,
4. Monitor BDA’s performance, finance expenditure, risk, and resources against its strategic plan at least quarterly, ensuring the financial stability of the organisation and the proper use of the organisation’s funds,
5. Support the effective and efficient administration of the organisation,
6. Promote the good name and values of the organisation,
7. Declare any conflict of interest while carrying out the duties of a Board member,
8. Attend meetings, read papers and prepare in advance of meetings,
9. Attend and contribute to committee meetings as appropriate,
10. Keep informed about the activities of the organisation and wider issues which affect its work,
11. Build effective relationships with external partners and stakeholders as required.
12. Be prepared to undertake training as appropriate and participate in an annual Board and individual appraisal process with the Chair of the Board.

**Board competencies**

1. Build effective relationship with the Chair, fellow Board members, the Managing Director and the senior team. Ability to work effectively as a member of the team is essential.
2. Be capable of expressing orally and in writing, ideas and information in ways that are appropriate, accurate and concise.
3. Listen to all fellow board members, ensuring their views are understood.
4. Identifying opportunities in pursuit of the achievements of the organisations vision and strategic goals.
5. Follow established principles of UK corporate governance, including the company’s Articles of Associations, Code of Sports Governance, BDA Code of Conduct and Safeguarding policy.
6. Ensure that independent judgement is exercised at all times, including on issues of strategy, performance, resources and standards of conduct.
7. Demonstrate good communication and interpersonal skills, showing a willingness to join in discussions and check and challenge.
8. Understand the purpose of the corporate governance and management, the difference and relationship between them and frameworks for assurance and accountability.
9. Empathise with the volunteers who are vital to the running of the sport.
10. Understand and accept the legal duties, responsibilities and liabilities of being an Independent Non-Executive Director of a not-for-profit organisation.

**Skills and Knowledge**

Related to the specific ED&I role:

1. Understanding of the importance of ED&I within the context of an organisation providing sport and/or physical activity,
2. Commitment to the development of an organisational culture which supports and embeds ED&I across all organisational activity,
3. Commitment to developing an understanding of ED&I, related to all the protected characteristics of the Equality Act 2010.

**Time Commitment**

The role of the Board member requires an estimated commitment of 3 hours per month, including:

* Attendance at 4 Board meetings per year - approximately 5 hours duration,
* Ad hoc contact on ED&I and/or general Board issues,
* Optional attendance at ED&I steering group meetings.
* This position is not renumerated but all reasonable expenses will be paid.

**How to apply:**

Applications should be sent to Malcolm Douglas, Bowls Development Alliance Limited, Independent Non-Executive Director & Chair at [md.pattersonelliottmanagement@gmail.com](mailto:md.pattersonelliottmanagement@gmail.com). If you have any questions about the role, please also email in the first instance. The closing date for the applications is April 5th. Candidates will initially be invited for an informal Teams/Zoom call firstly with the Chair, then a final panel interview, at a date and time to be confirmed. Following references and approval of the Board the successful candidate will join the board at its next board meeting.