



City of Glasgow Gymnastics Club – Board Roles Available

City of Glasgow GC is long established and hugely successful gymnastics club based in the heart of Glasgow. We have been producing successful athletes for decades with many Scottish Champions crowned, and some have represented Scotland at the Commonwealth Games. We always strive to give the best experience to all connected with the club. Our current focus is on men's artistic, women's artistic, acrobatic, and disability gymnastics.

The club, which is Limited by Guarantee, is looking to expand the knowledge and expertise of the Board of Directors ahead of one of the most exciting and challenging projects undertaken by the club. The next phase of our growth and development aligns with our National Governing Body, Scottish Gymnastics.

We are seeking the following roles to create the dream team to lead the club:

- Secretary
- Finance Director
- Governance/HR Director
- Marketing & Communications Director
- Project Management/Planning Director
- Non-portfolio Director

These roles are voluntary, but all out of pocket expenses will be covered as per our expenses policy. We also recognise voluntary board roles are not always the most appealing, but this is a truly unique opportunity to make a huge difference to the Glasgow community and be part of something special. We anticipate only three hours per week will be required plus a monthly board meeting.

Prior knowledge of gymnastics is not required, and don't worry we won't expect any new directors to participate in any gymnastics sessions.

For an informal chat about this excellent opportunity, please contact Chairperson Shirley Gorrell on 07470 231 017 or by email coggclub@gmail.com.

Application Process

Applicants should apply by submitting a copy of their CV and a maximum two-sided cover letter detailing motivations for applying and how the applicant's skills and expertise fit with the board role applied for. Applications should be sent to Chairperson Shirley Gorrell, via email at coggclub@gmail.com.

The closing date for applications is **noon on Monday 31 January 2022**. Interviews will take place during the first two weeks of February.



City of Glasgow Gymnastics Club – Governance/HR Director Role Descriptor

ROLE TITLE: Governance/HR Director

RESPONSIBLE TO: The Club Board

TIME COMMITMENT: three hours per week plus monthly board meeting

SKILLS REQUIRED:

- Can communicate effectively
- Enthusiastic
- Is well organised
- Attention to detail
- Prepared to make a regular time commitment
- Confident
- Good written and spoken communication

MAIN DUTIES:

- Advise the board on all relevant legal matters affecting the charity including referral to additional legal support if required
- Assess club operations to pinpoint areas that need to be reorganised, reduced, or eliminated to comply with current legislation
- Work with the board to review terms and conditions of service of paid employees of the club to ensure all current requirements of employment legislation are being met
- Advise the board of the legal implications of any proposed changes to the Constitution and any relevant change in law
- Ensure the organisation works within current legislation ensuring policies are developed and amended covering such areas as Data Protection, Health & Safety, Safeguarding, Fraud etc
- Ensure there is an appropriate Risk Management strategy in place with a risk register reviewed at board meetings and risk assessments regularly carried out
- Advise the board on policy and procedure around equalities, making sure the club continues to cater for a wide audience
- Work with the club staff on general board education and support about good governance for the club
- Helping the board create and maintain a continuity plan in place to ensure the sustainability of ongoing activity should anything go wrong
- Support the board on the appropriate running of an AGM
- Work with the rest of the board to set and implement the club's direction and strategy
- Assist with future plans of the club
- Attend committee meeting at least one per quarter
- If an urgent issue arises be available or at least have input into matter

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