



### **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](mailto: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](mailto: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 – Project Management/Planning Director Role Descriptor**

ROLE TITLE: Project Management/Planning 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 project management/planning matters affecting the club
- Ensure there is a strategic and collaborative approach to future planning
- Lead the creation of a new strategic plan for the future of the club
- Work with the rest of the board to set and implement the club's direction and strategy
- Work with the Board to ensure all aspect of the club's future plans are representative and achievable
- Lead the project committee to ensure they are focussed on task and delivering according to the club's strategic plan
- Liaise with external organisations
- 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