

## Role Descriptor: Chairperson



### General Description

The Chairperson will be formally appointed to the Technical Panel (TP) for a period of four years, to match the Commonwealth Games periodisation, and may be subsequently appointed for further terms of office.

A Chairperson, in conjunction with the Scottish Gymnastics Heads of Department, will be responsible for all matters related to the administration and implementation of SG Policy for the particular discipline in Scotland.

### Specific Duties and Responsibilities

The Chairperson will:

- Ensure that the overall direction and focus of the discipline is consistent with the objectives and strategies set out in the SG Corporate/Strategic Plans.
- Be responsible for the implementation and administration of technical matters, specified in the Technical Regulations and Competition Handbook
- Be the discipline Technical Representative answerable to the SG Board and Management
- Maintain overall responsibility to the Board of Directors for the following:
  - Technical Report for the SG Annual Report
  - Budget compliance and Technical Panel Governance
  - Technical Panel operations
- Represent the TP at SG events, official gatherings, functions, meetings or other appropriate circumstances as required
- Convene meetings of the TP in accordance with the requirements of the Association, and ensure minutes reflective of key actions and decisions are recorded, ratified and circulated to TP members and SG Heads of Department
- Arrange for the agenda and associated papers to be circulated to all members of the TP and SG Heads of Department at least seven days prior to the date of the meeting
- Act as the main contact between the TP and the Scottish Gymnastics office

### Desired Criteria for Chairperson

- Good organisational, administration, communication, planning and IT skills
- Minimum Regional Judge Qualification in the panel discipline
- Minimum UKCC Level 2 Qualification
- Sound technical knowledge and understanding of the discipline
- Strong leadership skills
- Respected within the discipline community
- Event organisation experience within the discipline
- Team player
- Knowledge of International trends within the sport