

Role Descriptor: Chairperson

Status of role: voluntary position

General Description

The chairperson will be formally appointed to the technical committee for a period of four years and may be subsequently appointed for further terms of office.

The chairperson, in conjunction with Scottish Gymnastics staff, will be responsible for all matters related to the administration and implementation of Scottish Gymnastics 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 Scottish Gymnastics corporate plan
- Coordinate with appropriate Scottish Gymnastics staff members the annual technical committee meetings, setting the calendar 12 months in advance
- Be responsible for the implementation and administration of technical matters, specified in the technical regulations and competition handbook
- In partnership with performance manager and events manager, set agenda for each meeting in advance and circulate relevant papers
- Convene meetings of the technical committee in accordance with the requirements of the Scottish Gymnastics Association, and ensure minutes reflective of key actions and decisions are recorded, ratified and circulated to technical committee members, key staff and head of performance & education
- Liaise with head of finance and head of performance & education on quarterly budget updates
- Prepare the discipline budget in conjunction with performance managers and events manager (aligned to the sports plan)
- Expenditure control on discipline specific projects/events
- Be the discipline technical representative answerable to the technical director (Scottish Gymnastics board) and senior management team
- Attend the joint technical committee meetings on behalf of the discipline technical committee
- Maintain overall responsibility to the board of directors for the following:
 - budget compliance and technical committee governance
 - technical committee operations
- Represent the technical committee at Scottish Gymnastics events, official gatherings, functions, meetings, or other appropriate circumstances as required
- Act as the main contact between the technical committee and the Scottish Gymnastics office

Desired Criteria for Chairperson

- Good organisational, administration, communication, planning and IT skills
- Sound 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

Key Relationships for Chairperson

To be effective in the role, the following connections and relationships will be crucial to the successful development of the discipline for the position holder to build:

- Technical director
- Head of finance and commercial
- Head of performance & education
- Performance manager
- Events manager and staff