

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. They support the ongoing development of the discipline within Scotland from grassroots to performance levels.

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. Expectation is a minimum of two full technical committee meetings in January/ February and July/ August with operational sub sets of the committee to meet in between and focus on plans for delivery for events/ judge CPD plans etc..
- Be responsible for the implementation and administration of technical matters, specified in the technical regulations and competition handbook
- In partnership with performance manager and lead manager for events set agenda for each meeting in advance and circulate relevant papers. The event officer for the discipline would attend meetings.
- 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 and key staff
- Discuss any additional spend out with the annual budget with the relevant lead manager
- Be the discipline technical representative answerable to the technical director (Scottish Gymnastics board) and senior leadership 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:
 - 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
- Ensure the technical committee represent the discipline community and consider how they keep the membership up to date on discipline specific technical matters and updates.

Desired Criteria for Chairperson

- Good organisational, administration, timely 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
- Ability to chair, manage and facilitate discussions within technical committee meetings effectively

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
- Head of sport
- Head of operations
- Performance manager
- Lead Manager Events and events staff
- Lead Manager Learning & Development
- Events officers
- Events team

Please note, candidates will only be considered if they are not currently under investigation / suspension from either British Gymnastics/ Scottish Gymnastics and/or are part of dual registration conversations within their club.