

# Membership Elected NED

Job description (Dec 2020)



## MEMBERSHIP ELECTED NON-EXECUTIVE DIRECTOR (MENED) OF ENGLAND HOCKEY (EH)

Who is EH?

England Hockey is the governing body for the sport in this country from grass roots to the international squads. It also acts as the 'nominated country' for Great Britain Hockey to assess and prepare the Great Britain (GB) squads to qualify for and participate in the Olympics.

EH is a company limited by guarantee, with its shareholders being its member clubs, together with regional and county associations. The sport has approximately 850 clubs as affiliated members with a player base exceeding 100,000. A further 20,000 players are estimated to participate in the sport at college or university, with many hundreds of thousands of school children participating in the sport. Tens of thousands of volunteers run this amateur sport at grass roots level.

More information on its activities can be found on [www.englishockey.co.uk](http://www.englishockey.co.uk)

### Income and expenditure.

In a normal operational year, EH will have a financial income of around £9m income/expenditure comprising:

- Over £3.0m from Sport England and other grant sources to fund its development activities at grass roots level.
- A further £1.5m generated from affiliation fees from its clubs and from hockey events
- Over £1m from providing services to its membership - a wide range of competitions; coaching, umpiring, welfare, schools and tertiary education advice and courses; facility advice.
- About £0.5m in sponsorship and supplier agreements.
- Over £3.0m from UK Sport to fund its elite activities for running the national squads of both genders at U16, U18, under U21, and senior levels-for England and U21 and senior GB squads. Athlete awards are routed directly to athletes.

As a business it handles around 50,000 transactions per annum and has statutory obligations to its members, its funding agencies (Sport England and UK Sport) and for reporting to Companies House, and HMRC. It is subject to external audit and adheres to the Code of Sports Governance which is monitored by its funding agencies.

It has a detailed service level agreement with GB Hockey for implementation of the latter's Business and Performance Framework Agreement -see [www.greatbritainhockey.co.uk](http://www.greatbritainhockey.co.uk).

### The Board

The Board is chaired by an (appointed) Non Executive Chairman and currently comprises five Executive directors, three membership elected Non-Executive Directors and three independently appointed Non-Executive Director.

There are also three non voting members who attend Board meetings- EH's President, GB Hockey's President (or nominee) and Chair of the Regions' Consultative Committee. Board member biographies can be found [here](#). In addition, Sport England's Relationship Manager is entitled to attend meetings.

The (paid) executive directors run the day to day activities of the organisation and manage the 76 staff. The (unremunerated) NEDs (be they membership elected or independently appointed) represent both the

# Membership Elected NED

Job description (Dec 2020)



membership and external stakeholders on the board. The NEDs have a majority voting position should a vote be necessary. You will see from the introductions of the directors on the website that the Board has a broad spectrum of skills, ages and backgrounds. We are committed to progressing towards achieving gender parity and wider diversity of our Board, which represents our membership, and to that end we are particularly keen to receive applications from female candidates who are able to demonstrate the relevant skills and experience outlined below.

The Board generally meets 6 times a year to:

- Review progress against the four year strategic plan.
- Approve initiatives designed to move the plan forward.
- Agree policies designed to improve the running of the sport
- Approve the annual operating plan and budget for the organisation.
- Monitor the company's performance against its annual plan/budget.

The Board reports to the membership about the organisation's activities through its annual report at the AGM.

On occasion additional meetings are held to: review the Board's effectiveness, review the Board's skills requirements, and to refine or update the 4 year strategic plan. Such sessions are infrequent.

## **Non Executive Directors' responsibilities**

Key responsibilities for NEDs are:

- To support the Chairman and CEO in shaping EH's strategic plan, and monitoring its implementation by the executive team
- To constructively challenge the executive team at Board meetings to ensure effective operational delivery against annual operating plans and budgets
- As a Board Director to take collective responsibility for both EH's statutory responsibilities e.g. annual accounts, annual report, returns to HMRC and all board decisions.
- To engage as required by the Chair/CEO in maintaining relations with EH's key stakeholders.
- To work with the senior NED in undertaking the annual performance review of the Chairman, in line with the process agreed by the Board
- To participate in any sub-committee or ad hoc project as agreed on an individual basis by the Board e.g. remuneration, audit, capital projects.

NEDs are also occasionally expected to represent EH at domestically held events e.g. national leagues/championships, and attend major events as allocated by the Chair/CEO.

Attendance at the AGM and the six Board meetings together with the event attendance above means a commitment of between 12-15 days is required to fulfil the duties of an NED effectively.

## **Skills/experiences**

The Board conducts a skills assessment of its directors every 2-3 years, in particular those required of the NEDs. NEDs are either elected by the membership or are independently appointed against defined skill sets e.g. legal, accountancy, marketing.

Whilst offering specific skills, all NEDs should:

- Have the intellect to see the 'big picture' but also be able to focus on detail when necessary.

# Membership Elected NED

Job description (Dec 2020)



- Be experienced in the workings of large complex organisations.
- Have a passion for and knowledge of sport and ideally hockey.
- Have the integrity to take impartial positions on issues.
- Be prepared to argue constructively, dispassionately and objectively.

This is an unremunerated position but reasonable expenses in line with the EH expenses policy are paid.