



Scottish Karate Governing Body Ltd

Job Title	Vice Chairperson
Organisation	Scottish Karate Governing Body Ltd (SKGB)
Salary	Voluntary Position (Expenses covered)
Location	Scotland
Type of Contract	Three-year appointment
Role Descriptor	<p>To support succession planning, the SKGB is seeking to appoint a Vice Chairperson.</p> <p>The next three years provide an unprecedented opportunity for karate in Scotland. Over the past three years, the SKGB Board has been developing a skills-based Board. We are keen to appoint a candidate with the vision and drive to take the SKGB forward through our new Three-Year Development Plan. With the right skills and experience, the Vice Chairperson will play a key role in further raising the profile of the SKGB so that it can support and represent the interests of our members and positively influence policy and strategy at a national level.</p> <p>In addition, it is important that the Vice Chairperson can develop the capability to lead a strong Board of Directors, maximising members' skills and broadening the impact of the SKGB.</p> <p>The Annex below provides brief details of the role and the specification for prospective candidates.</p>
How to apply	<p>Prospective candidates should declare their interest in the form of a letter that explains how their skills as a chairperson and experience addresses the key roles and responsibilities as outlined in the role descriptor at the Annex. This letter should be accompanied by a C.V. and should be mailed to:</p> <p>Mr James A Miller, Company Secretary, Scottish Karate Governing Body Ltd, info@skgb.com Tel: 0141-633 1116</p>
Closing Date	Monday 4 th May 2026
A.G.M Date	5 th June 2026

Annex: Role Descriptor and information: SKGB Vice Chairperson

Roles and Responsibilities

The role is the Vice Chairperson of the SKGB to assist in the tasks of setting and implementing the company's direction and strategy.

The main features of the role of Vice chairperson are as follows:

- to provide support to the chairperson of the board of the SKGB
- to engage the board in assessing and improving its performance
- to attend line management meetings with the Chairperson and Executive Administrator

Responsibilities

The efficient deployment of the SKGB Board members and its staff will be crucial to maximising the skills and effectiveness of the organisation. This will require driving forward the implementation of the SKGB Development Plan. Additionally, it is crucial that the shadow chairperson supports the Chair and the Directors and the Executive Administrator in the operational work of the SKGB.

The SKGB Board usually meets 4/6 times per year, (meetings are currently held in Glasgow and Edinburgh)

Candidate Specification

Essential;

- Demonstrable strategic and people management
- Demonstrable experience of working as a member of a team working strategically either as a director or Board Member
- Demonstrable networking and influencing skills.
- Delivering and achieving corporate plan results
- Knowledge of the responsibilities and governance arrangements for Directors of a Ltd Company
- Evidence of strong communication skills
- Applicants should not be disqualified from holding a Directorship in a Limited Company

Desirable:

- A strategic knowledge of the Scottish karate infrastructure and funding channels
- Experience of working within a senior management team
- Experience of formulating and implementing strategic plans

Terms and Conditions

In accordance with our Articles and Memorandum of the company the new Vice Chairperson will also require endorsement by a current member of the SKGB and subsequent approval at the AGM on the 5th June 2026.

The appointment is for an initial period of 3 years.

In order to provide a review process for both parties there will be a 6-month probationary period.

Members of the Board of Management may not receive any remuneration.

Members of the Board will be required to attend an induction programme after being elected.

Members of the Board of Management may receive reimbursement of reasonable travel expenses in connection with bona fide SKGB business and agreed in advance with the Board of Directors



The Scottish Karate Governing Body is a private company limited by guarantee. Company number SC270068
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