



Scottish Karate Governing Body Ltd

Job Title	Shadow Chairperson
Organisation	Scottish Karate Governing Body Ltd (SKGB)
Salary	Voluntary Position (Expenses covered)
Location	Scotland
Type of Contract	Three year appointment
Role Descriptor	<p>Due to the need for succession planning, the SKGB is seeking to appoint a Shadow Chairperson.</p> <p>The next 4 years provide an unprecedented opportunity for karate in Scotland. The SKGB Board has been developing a skill's based Board over the past 4 years. We are keen to appoint a candidate with the vision and drive to take forward the SKGB over the duration of our new 4 Year Development Plan. With the right skills and experience the Shadow Chairperson will play a key role in further increasing 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>Additionally, it is important that the Shadow Chairperson can learn to lead a strong Board of Directors to maximise their skills and broaden the impact of the SKGB and will be in time the line Manager to the Executive Administrator.</p> <p>The Annex below provides brief details about the role and 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 e-mailed to: Mr James A Miller, Company Secretary, Scottish Karate Governing Body Ltd, info@skgb.com</p> <p>Tel: 0141-633 1116</p>
Closing Date	Tuesday 1 st November 2016
A.G.M Date	May 2017

Annex: Role Descriptor and information: SKGB Shadow Chairperson

Roles and Responsibilities

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

The main features of the role of shadow chairman are as follows:

- to provide support to the chairman of the board of the SKGB
- to engage the board in assessing and improving its performance
- to attend line management meetings with the Chairman 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 6/8 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 Shadow Chairperson will also require endorsement by a current member of the SKGB and subsequent approval at the AGM in May 2017.

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 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
Registered address Gilchrist & Co Chartered accountants 193 Bath Street Glasgow G2 4HG

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