



## EDINBURGH CURLING CLUB

### ELECTION of PRESIDENT, VICE PRESIDENT, HONORARY TREASURER, HONORARY SECRETARY OPERATIONS DIRECTOR & ORDINARY DIRECTORS

Nominations are sought for the positions of president, vice president, honorary treasurer, honorary secretary & one ordinary director of the Edinburgh Curling Club.

John Hogarth is currently vice-president and has indicated he is willing to stand for President  
Alistair Seftor is eligible for re-election as treasurer and has indicated he is willing to stand.  
Margaret Nicol is eligible for re-election secretary and has indicated she is willing to stand.  
Paul Stevenson is eligible for re-election as Operations Director and has indicated he is willing to stand.

Nominations for the posts should be made in the attached format and must be addressed to the **Secretary ECC** and be received at 13A Riversdale Crescent, Edinburgh, EH12 5XN **before 12.00 noon on Friday 2nd Aug 2019.**

Candidates should make themselves familiar with the Memorandum & Articles of Association & Bye Laws, copies of which can be viewed in the office. The role and responsibilities of the Board are summarised below.

If you would like to discuss these posts further, please contact the ECC Secretary. The President, Vice President, Honorary Treasurer, Honorary Secretary, Director will be elected at the AGM of the Edinburgh Curling Club on Thursday, September 5, 2019.

#### **(1) The Role of the Board**

The Board of Directors is responsible collectively for developing the strategy and managing the affairs of the Edinburgh Curling Club and overseeing all business conducted by the staff and volunteers.

The Board sets strategic and financial policy direction, whilst ensuring annual business plans and budgets are delivered to standard. The board is responsible for ensuring that the highest levels of corporate governance are employed within the Edinburgh Curling Club.

#### **(2) Responsibilities**

The Board is directly responsible to the membership through the General Meetings and has a legal responsibility for the good running of the business under Company Law and to ensure the efficient and effective delivery of all aspects of the Edinburgh Curling Club.

Individual Directors will be responsible to the Chair Person specifically and to the Board generally with regard to delivering specific pieces of business, as may be assigned from time to time.

#### **(3) Board Functions**

##### **(3.1) Legal & Financial**

Safeguard the Edinburgh Curling Club assets including investment of funds, insurance protection, taxation, insolvency and fundraising.

Ensure appropriate financial systems and controls are in place and adhered to at all times.

Ensure all commercial partnerships comprise agreements that meet the requirements of contract law

Agree annual budgets that align to the business plan.

Ensure annual audited financial accounts are prepared for presentation at Annual General Meeting

### **(3.2) Planning & Strategy**

Ensure the Edinburgh Curling Club discharges its functions within a specified framework.

Drive production of long term strategies and short term operation plans including short term and long term key performance indicators.

Undertake periodic reviews of strategies and operational plans.

Set strategic and policy direction for all areas of operations

Ensure all major projects are approved, monitored and reviewed.

### **(3.3) Communication & Promotion**

Create marketing plans and receive reports on progress towards implementation.

Produce, implement and review, an annual generation strategy.

Advocate on behalf of the Edinburgh Curling Club on all areas of operation to membership and external agencies.

### **(3.4) Employment and Appointments**

Produce and implement recruitment, selection and appointment policies and procedures for professional staff and maintain an appropriate organisational structure within which they work.

Ensure the Edinburgh Curling Club complies with employment law, has employer's liability insurance, a statement of terms and conditions of employment, avoids discrimination against potential/actual employees and observes health and safety requirements.

Appoint all professional staff and conduct performance review annually.

### **(3.5) Administration**

Direct formal delegation authority to sub-committees appointed to manage specific projects, initiatives or issues, ensuring clear terms of reference are assigned.

Monitor the performance of the professional staff.

Ensure all ethical policies and procedures are formulated and implemented.

Prepare and submit to members, an annual report that aligns to business planning targets.

Administer the Edinburgh Curling Club's Disciplinary & Appeals Procedures.

Agree key performance indicators and standards for management.

### **(3.6) Representation**

Develop relationships with supporting local, national and international organisations e.g. RCCC, Sports Scotland, WCT etc.

Ensure representation where appropriate within the above.

## **(4) Role of the Chairperson**

The Chairperson normally the President of the Edinburgh Curling Club elected annually will:

Lead the governance function of the Edinburgh Curling Club.

Drive and support the work of individual Directors ensuring the participation and involvement of all.

Establish agenda for meetings.

## **(5) Other Involvement**

The Directors will be expected to take a lead role in at least one of the business activity areas of the Edinburgh Curling Club.

There may also be a requirement for an involvement in other one off projects that may come up from time to time.

#### **(6) Time Commitment**

The Board is expected to meet 6 – 8 times per year as a board. Directors serve on other committees which meet on a regular basis as required. Board members would also be expected to be present at major domestic events during the season.

The Elected Directors are elected annually with a general maximum period of three years. After a year off the board a past director may stand again for election

#### **(7) Skills**

The Edinburgh Curling Club is looking for a broad mix of skills in its Board of Directors.

Candidates for the posts of Elected Directors should possess skills or experience in one or more of the following areas:

- Business management or leadership
- Legal issues such as contracts or disputes
- Event management & marketing
- Finance
- Income generation
- Sports development
- Training & education
- Facility management

These skills or experiences could have been gained in either a professional or voluntary capacity and may have come through previous work on committees of Edinburgh Curling Club or other similar bodies.