



Role Description

Title:	Regional Chair
Region:	North West
Responsible for:	Regional Board
Responsible to	British Cycling Board
Term of appointment:	3 years

Relationships:

Internal:	Regional Board, Cycling Delivery Manager (CDM) Affiliated clubs, British Cycling members, and other British Cycling staff British Cycling Board Other Regions, Scottish Cycling and Welsh Cycling
External:	Contractors

Key Responsibilities:

Elected at a Regional Council meeting by Regional Council and other Board members, this leadership role is critical to the long-term success of each Region as the Chair leads the Board, ensures the Board lives by the British Cycling values, and encourages all interested parties to engage in the Region's future.

A Regional Chair will chair the Regional Council meetings (AGM, and Pre-National Council meetings) as well as approximately 6-8 Regional Board meetings per year.

Main duties

- Provide leadership and direction to the Board and enable the Board to fulfil their responsibilities for the overall governance and strategic direction of the Region
- Ensure compliance of self and Board with the Code for Sport Governance, British Cycling's Good Governance Guide and its Values and Code of Conduct.
- Ensures that the Region pursues its objectives as defined by British Cycling
- Work in partnership with the CDM to achieve the aims of the Region and optimise the relationship between the Board CDM and the wider membership in the region.
- Support the facilitation of the Board to well-rounded and carefully considered strategic decision-making and financial planning.
- Communicate with affiliated cycling clubs and members providing strategic oversight of the Region's activities in each of the cycling disciplines.
- Proactive in the Region, supporting the development of links between the Regional Board and other bodies.
- Represent the Region at Federation Commission and ensure relevant information is communicated from British Cycling Board to Regional Board, council and members as appropriate.
- Oversee the financial standing of the Region.
- Provide and utilise Peer to Peer support with the other Regional Chairs.

To the Board

- Support the Board and the CDM in the development of one Regional development plan and clear targets, with regular reviews of the long-term strategic aims, and a regular evaluation of performance against that Regional development plan and targets.
- Approve the annual cycle of the board meetings, meeting agendas, chair and facilitate meetings, monitor actions and decisions taken at meetings and ensure they are acted upon and implemented.
- Ensure meetings are properly convened by the Regional Secretary with due notice and are quorate; create an environment where there is open discussion and all members have an opportunity to contribute; that there is carefully considered decision-making; each person's skills and knowledge are drawn upon; and that the majority vote of members is taken and declared.
- Liaise regularly with the Treasurer and British Cycling finance team to maintain a clear grasp of the Region's financial position and to ensure full and timely financial transparency and information disclosure to the Board and British Cycling.
- Annually review the Board composition, role and relationships and ensure implementation of agreed changes/developments are carried out.
- Ensure an annual evaluation of the Board is carried out.
- Encourage team working among Board members, manage behaviours of Board members, and encourage the identification and recruitment of new Board members, with the relevant skills, as required.

In relation to the CDM

- Engage with the CDM on matters of strategy, governance and finance.
- Work collaboratively with the CDM on the development, implementation and review of the regional development plan.

In relation to the membership and code of conduct

- Represent the Region as a spokesperson at appropriate events, meetings and/or functions.
- Protect and manage the property and reputation of the Region.
- Act as final adjudicator for any disciplinary and grievance procedures delegated to Regions by British Cycling if required.
- Facilitate change and address conflict with the Board, within the Region and liaise with the CDM to achieve this.
- Ensuring adherence and compliance with British Cycling Articles, Bye Laws, and policies.
- Ensure anyone holding regional roles carrying out designated activity have the appropriate DBS checks and support British Cycling's safeguarding work in the region.
- Attend and be a member of other British Cycling committees or working groups when appropriate in the role as Chair.

Skills & Knowledge:

Essential:

- Understanding and acceptance of the responsibilities and liabilities of the Region.
- Commitment to British Cycling and the Region's objectives, aims and values and willingness to devote time to carry out responsibilities.
- Strategic and forward looking vision in relation to the Region's objectives and aims.
- Good knowledge of cycling, the various disciplines and the structure of national, regional and club level activity.
- Experience of working with a Board, Executive staff and volunteers.
- Good, independent judgement, political impartiality and the ability to think creatively in the context of the Region and external environment.



- Good communication and interpersonal skills and the ability to respect the confidences of colleagues, balancing tact & diplomacy with willingness to challenge and constructively criticise.
- Competent use of IT and access to transport.

Desirable:

- Skills and experience in one or more areas of non-executive governance and management e.g. strategic planning, business management, financial.

Time Commitment:

- Approximately 10-20 hours per month, which shall include preparation for and attendance at 2 Regional Council meetings, 6-8 Region Board meetings and workgroup meetings as appropriate, 4 Federation Commission meetings and the National AGM.
- The Chair is expected to attend the AGM and Federation Commission and to present the Regional report.

Location:

Meetings at a central venue where appropriate.

Notes:

This is an elected voluntary position. Reasonable expenses incurred as part of the Chair activity will be reimbursed by the Region.