



Candidate Brief - Non-Executive Director

Marriotts Gymnastics Club - An Overview

Marriotts Gymnastics Club is a not-for-profit organisation which is affiliated to British Gymnastics, and to the Eastern Region and Hertfordshire County gymnastics associations.

Marriotts Gymnastics Club (formerly Barnwell Gymnastics Club) was started as an initiative of Stevenage Sports Council and its then Secretary – Grahame Bowles. Following the “Olga Korbut” Olympics of 1972 there was great interest in the sport, but no club in Stevenage. Barnwell Gymnastics Club was formed as a recreational gymnastics club. In 1976 a Committee was formed to run the Club. All coaches were unpaid volunteers.

Over the years, the Club moved into competitive gymnastics with the gymnasts achieving success. However, the demand for gymnastics in Stevenage was much greater than the Club could cater for. In addition the level of skills being worked by the gymnasts required more and more specialist equipment and training. During the 1990s the Club worked closely with Marriotts School, Herts CC and other organisations with the aim of gaining funding for a Permanent Gymnastics facility in Stevenage.

After years of hard work, and with the support of over £1.3 million of funding from Sport England, the Marriotts Gymnastics Centre was opened in 2002 and the Club changed its name to Marriotts Gymnastics Club. Professional coaches were employed to develop gymnastics, but the Club still relies on unpaid volunteer coaches to support its training programme.

Following the Covid-19 Pandemic the committee made the decision to incorporate the Club as a limited company, in order to benefit from significant financial protections, for the Club and its staff, that do not exist for a non-incorporated organisation. However, the Club retains a not-for-profit ethos and approach with all excess funds being used for the benefit of Gymnastics. In addition we rely on the support of parents to raise funds for the Club to help us with our Gymnastics Development programme.

The Club currently has a membership of over 700 ranging from 1 year old to adult and from recreational to elite. After 50 years the demand for gymnastics is as strong as ever!

Marriotts Gymnastics Club Board

The Board of Directors has the overall responsibility for the performance of Marriotts Gymnastics Club and focuses primarily on strategy, governance, finance, safe sport and oversight of management and its operations.

The Board currently comprises five Non-Executive Directors. The current Directors come from a varied background, with a diverse set of experiences, skills and knowledge in leading gymnastics, education and business at all levels. We are now looking to expand the expertise of the Board in order to further develop Marriotts Gymnastics Club into the future.

We are looking for enthusiastic and passionate people who can bring new skills, experience and perspectives to the Board in the following 3 Non-Executive Director roles:

Non-Executive Director for Business Development

- To spearhead the work on formulating the Club’s Business Plan.
- To work with the other Board members and the Club Manager to develop current and potential revenue, sponsorship and funding streams.
- To monitor and ensure all operational policies and procedures are in place and effective.



The ideal candidate will have experience in business leadership, strategy development, business planning and management and/or sponsorship and funding streams.

Non-Executive Director for Health, Safety and Facility

- To monitor, advise and support the Club in ensuring safe working practices and compliance with all Health and Safety policies, procedures and regulations.
- To review and update all relevant Risk Assessments and oversee day to day Health and Safety monitoring practices and checks.
- To work with the other Board members, Club Manager and third party organisations in ensuring the facility and equipment is safe and of suitable standard to meet the visions of the Club.
- To support the Club in specifications for any potential future venue or facility considerations.

The ideal candidate will have experience in the field of Health and Safety and/or Facility Management.

Non-Executive Director for Community Presence and Engagement

- To play an active role in driving the PR and media presence of the Club in the local community and beyond.
- To support further development of the reach of the Club across social media, and mainstream media outlets.
- To lead on Community Engagement with the Club through initiatives such as our 'Social Committee'; bringing people together around the Club in a social setting, supporting fundraising opportunities where appropriate.
- To liaise with local third parties in the interest of furthering the Club's presence in the local community e.g. Sports Stevenage.

The ideal candidate will have experience in the field of Media, Communication and PR.

General Roles and Responsibilities of the Board

Further to the specific role responsibilities detailed above Non-Executive Directors are required, as members of the Board, to take responsibility for four key areas:

Strategy

Non-Executive Directors should challenge and help develop proposals on strategy, set the Marriotts Gymnastics Club vision, values and standards and ensure that its obligations to Marriotts Gymnastics Club membership are understood and met. Board Members should also set Marriotts Gymnastics Club strategic aims and ensure that the necessary human and financial resources are in place for Marriotts Gymnastics Club to meet its objectives.

Performance

Non-Executive Directors should scrutinise the performance of Senior Management in meeting agreed goals and objectives and monitor the reporting of performance.

Risk

Non-Executive Directors should provide leadership of Marriotts Gymnastics Club within a framework of prudent and effective controls, which enable risk to be assessed and managed. Board Members should satisfy themselves on the integrity of financial information including ensuring the company accounts are presented as a true and fair reflection of its financial performance and that financial controls and systems of risk management are robust, defensible and monitored regularly and rigorously.



Specific Skills

Non-Executive Directors should have wide-ranging experience and see company and business issues from a broad perspective. Whilst not essential, the ability to provide insight and specialist knowledge from an athlete and/or from diverse communities and backgrounds would be desirable.

Role Terms and Conditions

Marriotts Gymnastics Club Board positions are unremunerated. However, expenses incurred whilst on Club business will be reimbursed, including travel at a rate of 45p per mile.

Term of Appointment: Initially co-opted for the period of 1 year. Opportunity to stand for election will then occur at the next AGM. Elected Directors serve a period of 3 years with the opportunity for re-election upon completion of this period. Please see Appendix 2 'Board of Directors structure' for further information.

Time commitment: Approximately 6 Board meetings per year plus an AGM. The Club is currently in an exciting time of transition and growth, and therefore there is a significant requirement for additional time between meetings to complete roles and responsibilities.

Location of meetings: Often held virtually, otherwise Stevenage, Hertfordshire.

How to Apply

We value diversity of views and contributions and have a strong commitment to equality and inclusion in line with British Gymnastics policies. We therefore encourage applications from the widest possible range of backgrounds to best represent the diversity of our local community and membership.

To apply candidates should send the following by email to the Chair of the Board at phil@marriottsgymnastics.com :

- A covering letter highlighting your motivation for the position and relevant experience
- An up to date curriculum vitae

Closing date for applications is: Monday 20 March 2023 at 12.00pm

Following review of applications candidates will be invited to interview as appropriate.

For your reference, the Marriotts Gymnastics Club Articles of Association, our last financial report and other key policies are available upon request. Please email the Chair of the Board if you would like any further information: phil@marriottsgymnastics.com

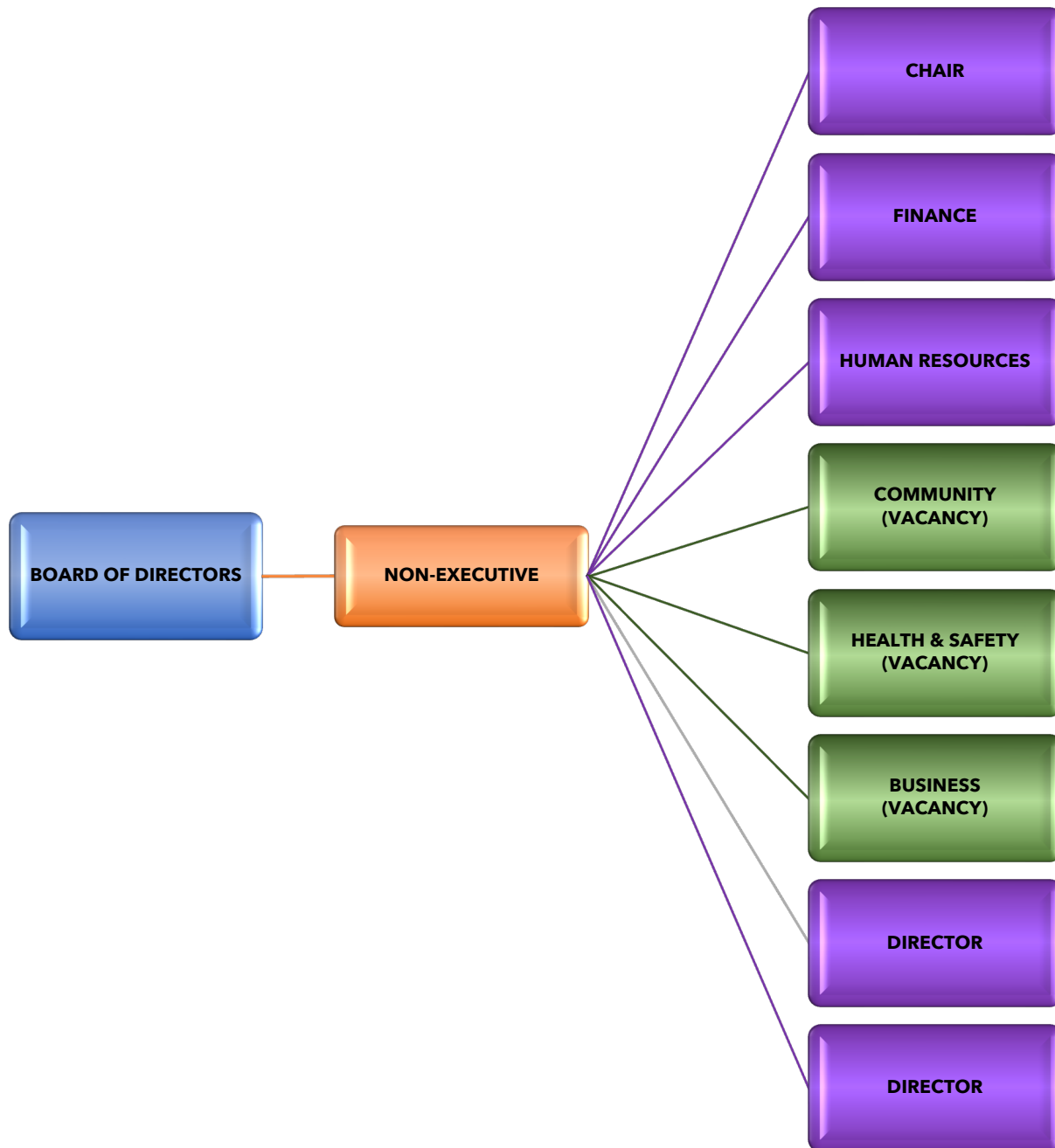
Appendices

Appendix 1: Organisation structure

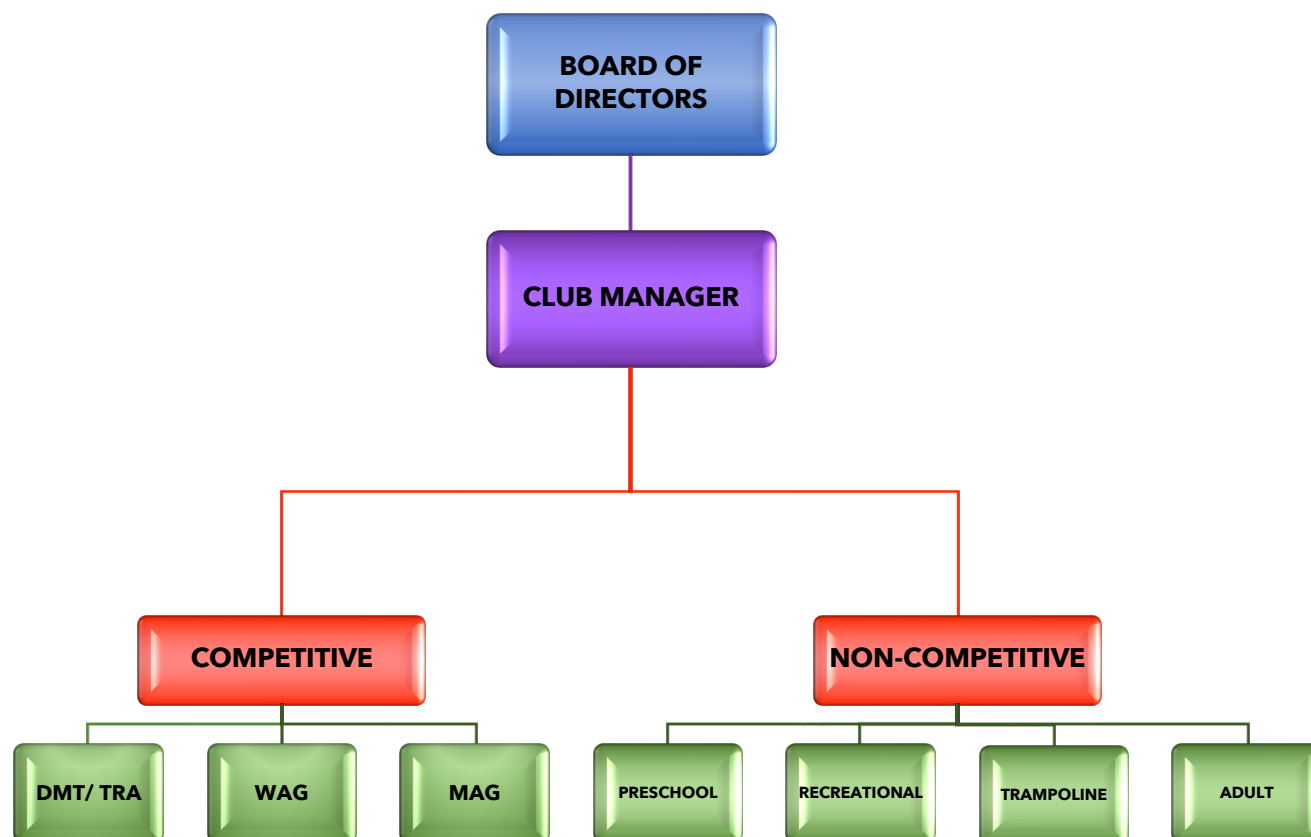
Appendix 2: Board of Directors structure

Appendix 1: Organisation structure

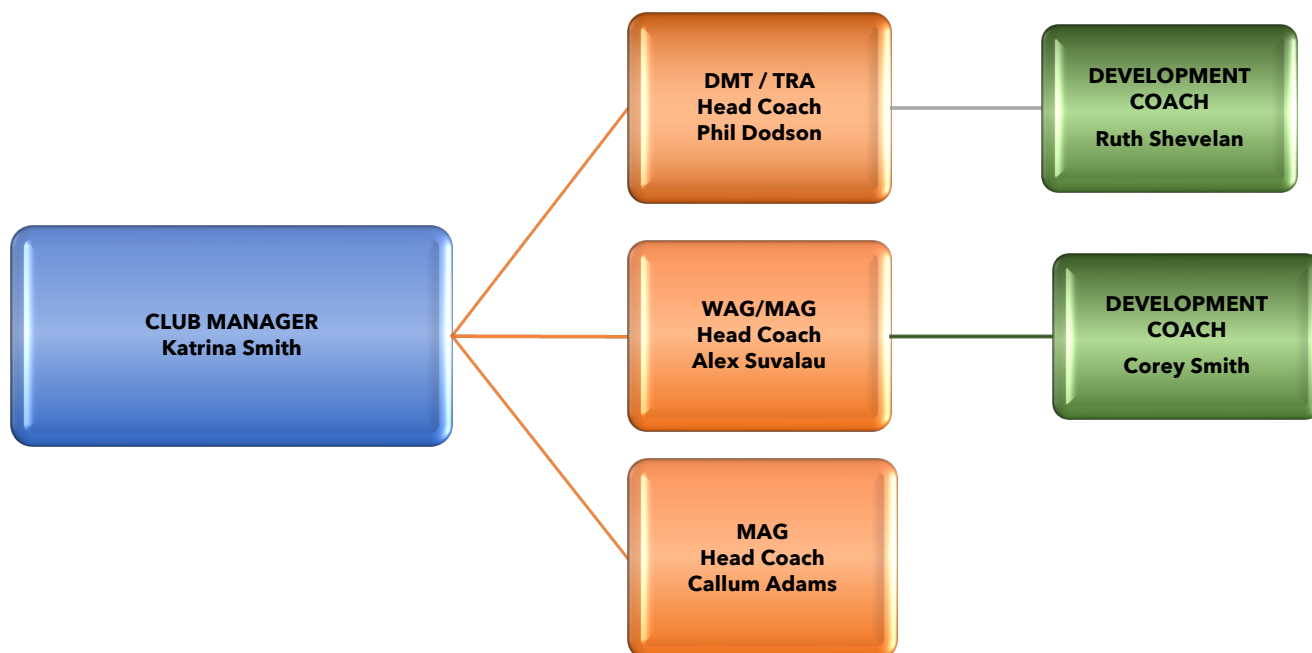
BOARD OF DIRECTORS



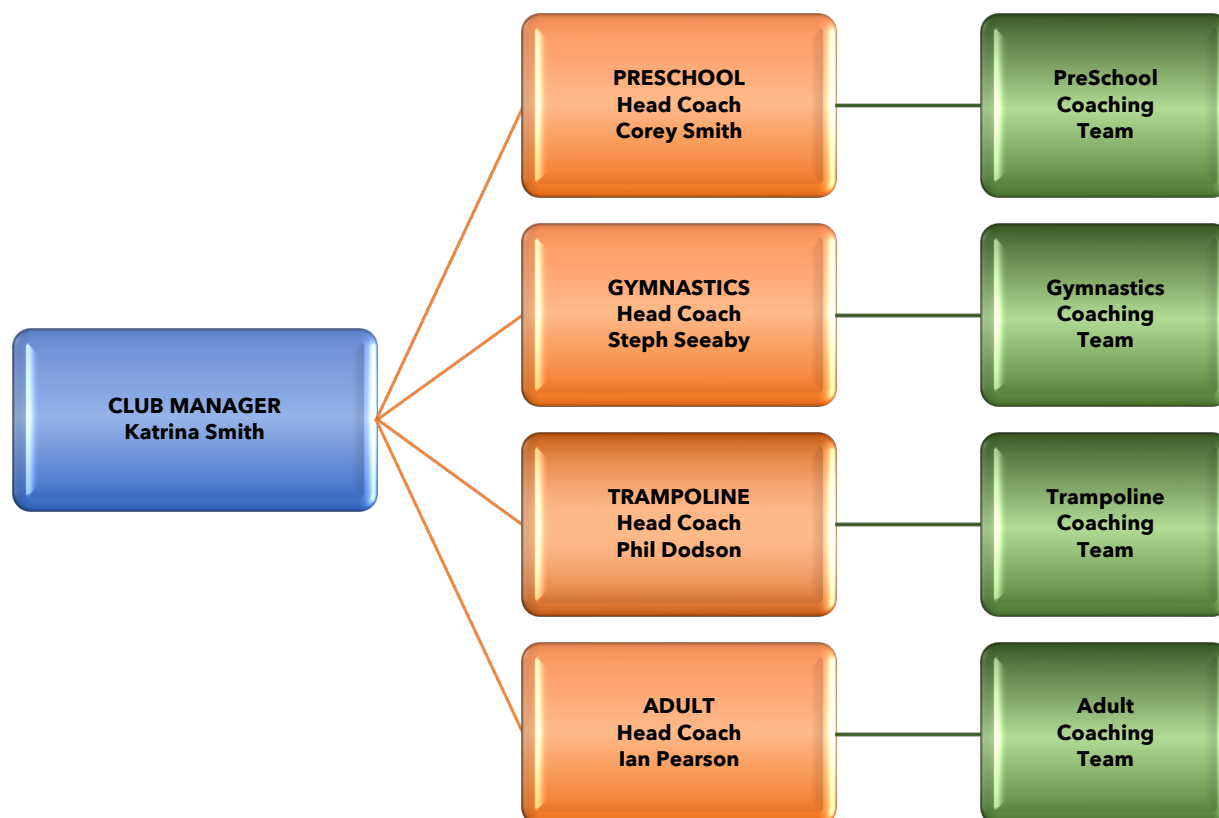
Club Structure



COMPETITIVE (SQUAD)



NON-COMPETITIVE (RECREATIONAL)





Appendix 2 - Structure of the Board of Directors

First Directors

The first directors of the Company are the six directors filed with Companies House, these persons having previously been elected as members of the Management Committee of the unincorporated Marriotts Gymnastics Club, and who have incorporated the Club in line with the mandate agreed at the Club's AGM.

As stated in the Articles, there shall be a minimum of four (4) and a maximum of twelve (12) directors of the Company.

Without prejudice to these Articles, the committee shall be structured as follows unless decided differently by the directors:

(1)---Elected Directors

- (a) Six persons who shall be elected by the Members of the company to serve as directors. Each person shall be elected for a maximum of three years of office before being required to be re-elected.
- (b) At each Annual General Meeting, two elected directors elected under (1)(a) above shall stand down, or if the number of elected Directors is less than six at the time then only one director needs to stand down. The person or persons standing down shall be those longest in office since their last election, with the proviso that any director who has served for three consecutive annual periods since election should also stand down.
- (c) In the event that two or more people have served for the same period of time since their last election and there is no agreement on who should stand down then the decision will be made by drawing of lots.
- (d) Persons standing down under (1)(b) may stand for re-election.
- (e) Persons whose name is being put forward for election at an AGM must be in agreement that their name is submitted and must have the named support of at least two members of the Company. Names must be put forward ahead of the AGM in a timescale prescribed by the directors.
- (f) In the event that there are equal number of votes for two persons contesting one vacancy then the Chairman of the meeting shall have a casting vote.
- (g) The total number of elected directors shall number six, but if there are insufficient persons willing to stand for election then the remaining directors may co-opt additional persons to the Board who shall serve until the next AGM.

(2)---Appointed Directors

Such co-opted directors shall serve until the next AGM following their co-option at which point their appointment comes to an end, but they shall be eligible to either offer themselves for election, or for further co-option should the Board see fit.

- (a) The Board may at any time fill a casual vacancies in the number of elected directors by co-option.

Correspondence Address
93 Stirling Close
Stevenage
Herts
SG2 8TG

Marriotts Gymnastics Club
Company Limited by Guarantee - Company Registration Number: 13918014
Registered in England & Wales
Registered Address: Unit 1b, Focus 4 Fourth Avenue, Letchworth Garden City, Hertfordshire, United Kingdom, SG6 2TU
BG registered club No 40477
www.marriottsgymnastics.com

Training Venue
Marriotts Sports Centre
Telford Avenue
Stevenage
SG2 0AN



The Board may appoint additional Directors co-opted for their appropriate skills and experience or benefit to the Company.

The Board may co-opt the Coach Manager or other senior member of staff to the role of director.

(3)---Other Persons to attend Board Meeting

- (a) The Board may appoint a minutes secretary to attend meetings and record proceedings. Such person does not have voting rights at the meeting

Other persons shall be permitted to attend all or part of meeting only at the discretion of the Chairman. Such persons do not have voting rights at the meeting.