



## **Gymnastics Northern Ireland Management Committee Nomination Procedure 2020**

Please find detailed below the roles and responsibilities, nomination, selection and election procedures for Gymnastics Northern Ireland (GNI).

- Gymnastics Northern Ireland Management Committee members are approved for appointment by the existing GNI Management Committee and a non-voting British Gymnastics representative
- Selection is based on a submitted CV and a skills and experience audit
- Successful candidates are then put forward for election by the GNI membership on 4th February 2020

Gymnastics Northern Ireland shall have the following officers:

### **1. The Management Committee:**

- Chairperson
- Financial Manager
- Marketing and Communications
- Duty of Care
- Regional Welfare Officer
- One additional competency-based member as required

The following posts are open for nomination and election at the 2020 AGM:

- Chairperson
- Financial Manager

### **2. Management Committee Position Eligibility:**

To be eligible for election nominated members must be able to demonstrate;

- at least 3 years experience of working in an appropriate senior executive management position (paid or voluntary), or as a Company Director;
- a thorough knowledge of and commitment to Gymnastics Northern Ireland and its objectives;
- the ability and willingness to influence Gymnastics Northern Ireland policy;
- the ability to represent and promote Gymnastics Northern Ireland externally;
- a knowledge of the structures, controls and politics of sport across the UK, Ireland and Northern Ireland
- experience of organisational development;
- the highest standards of integrity and probity;
- the ability to question intelligently, debate constructively, challenge rigorously and decide dispassionately;
- to ability to work strategically as part of a team and to lead effectively in areas of specific responsibility;
- the ability to attend Committee meetings and others as required (approx. 6 per year).



Management Committee Members (MCMs) are required, as members of the GNI Committee, to take responsibility for four key areas:

### **Strategy**

Management Committee Members develop the Strategy for GNI, setting the vision, priorities, objectives and values, and ensuring that they are implemented and challenged. Working with British Gymnastics, Committee Members will ensure that the necessary human and financial resources are in place to meet its objectives.

### **Performance**

Management Committee Members should scrutinise/ monitor their performance against their agreed priorities and objectives and report regularly on progress to the Gymnastics Community in Northern Ireland.

### **Risk**

Management Committee Members should provide leadership of GNI ensuring risks are assessed and managed. Committee Members should satisfy themselves on the integrity of financial information including ensuring the GNI accounts are presented as a true and fair reflection of its financial performance. Financial controls and systems of risk management should be robust, defensible and monitored regularly and rigorously.

### **People**

Management Committee Members should be aware of the interests of all stakeholders and should have a prime role in monitoring the performance and governance of the Technical Committees. The GNI Committee has overall responsibility for the Selection and Appeals sub-committee for regional, national & international representation.



- 2.1. To be eligible for election as Financial Manager of the management committee nominated members must be able to demonstrate;

### **Role specific skills - Finance**

The overall role of the committee member with responsibility for Finance is to maintain an overview of GNI's financial affairs, ensuring its viability and ensuring that proper financial records and procedures are maintained. The role will be undertaken in collaboration with a Finance sub-committee.

#### ***Specific areas of responsibility***

- To oversee and present budgets, accounts and financial statements.
- To liaise with designated parties about financial matters.
- To ensure that appropriate accounting procedures and controls are in place.
- To ensure compliance with relevant legislation.
- To ensure any recommendations of the auditors are implemented.
- To ensure accounts meet the conditions of contractual agreements with external agencies such as funders and statutory bodies.
- To present financial reports to the Committee.
- To make a presentation of the accounts at the Annual General Meeting (AGM).
- To advise on the organisation's reserves policy.
- To advise on the financial implications of GNI's strategic and operational plans.
- To advise on the fundraising strategy of the organisation.
- To ensure that there is no conflict between any investment held and the aims and objects of GNI.
- To chair meetings of the Finance sub-committee.
- To provide training in GNI Financial procedures to Technical Committees or Management Committee as appropriate to identified need.

#### ***Qualities and Skills Preferred***

- Experience of financial control and budgeting.
- Experience of fundraising.
- Good communication and interpersonal skills.
- A willingness to be contacted on an ad hoc basis.
- Ability to ensure decisions are taken and followed-up.
- Good time-keeping.

#### ***Time Commitment Required***

Up to 6 meetings per year and ad-hoc communications where necessary with various stakeholders



- 2.2. To be eligible for election as Chairperson of the management committee nominated members must be able to demonstrate;

### **Role specific skills - Chairperson**

The overall role of the chairperson is to have overall responsibility for all matters relating to the Management Committee and activities of Gymnastics Northern Ireland. The role holder will play a strategic part in representing the vision and purpose of GNI, ensuring the management Committee functions properly, and that effective decisions are made and carried out.

### ***Specific areas of responsibility***

- Ensure the Management Committee functions properly
- To plan and run meetings in accordance to the GNI constitution.
- To ensure matters are dealt with in an orderly, efficient manner.
- To bring impartiality and objectivity to meetings and decision-making.
- To review governance performance and skills.
- To plan for recruitment and renewal of the Management Committee.
- Ensure the organisation is managed effectively
- To co-ordinate the Committee to ensure responsibilities for particular aspects of management (e.g. financial control) are met and specialist expertise is gained as required.
- To facilitate change and address conflict within the organisation and Management Committee.
- Represent the organisation
- To communicate effectively the vision and purpose of GNI.
- To advocate for and represent the organisation at external meetings and events.
- To be aware of current issues that might affect the organisation.

### ***Qualities and Skills Preferred***

- Good leadership skills.
- Good communication and interpersonal skills.
- Impartiality, fairness and the ability to respect confidences.
- Ability to ensure decisions are taken and followed-up.
- Good time-keeping.
- Tact and diplomacy.
- Understanding of the roles/responsibilities of a Management Committee.
- Experience of organisational and people management.

### ***Time Commitment:***

The role of Chair requires an estimated commitment of 12 hours per month, and up to 6 meetings per year



**3. Election of Management Committee Positions at the Annual General Meeting (AGM):**

1. Nomination forms for the Management Committee positions to be sent to club secretaries/ direct individual members 3 weeks prior to the AGM. Role descriptions and a skills and experience audit form for each position should accompany this information.
2. Nominations for positions must be received at least 14 days (28th January 2020) prior to the AGM in writing from the Club Secretary/Direct Member on the applicable GNI nomination forms **and** accompanied by a CV & the skills and experience audit form outlining how the person meets the skills criteria. A person may be nominated for up to 2 different positions but should take up the first position they are elected for.
3. Failure to provide a completed form and a CV for each person shall deem that person's nomination ineligible.
4. Nominees' eligibility shall be determined from the supporting information provided in the CV which will be judged by the GNI Management Committee.
5. The AGM information and received nominations with accompanying skills/experience forms to be sent out to all club secretaries/direct members not less than 7 days (4th February 2020) before date of AGM.
6. If there are no nominations received for a position the post will be deemed vacant during the actual election process at the AGM.
7. In light of a person not being elected for the position that they were originally nominated for; they may only be nominated for another position if either a separate nomination form was received in writing 14 days (28th January 2020) before the AGM or if a position is deemed vacant at the AGM by a simple vote
8. Proxy, Email and postal votes are accepted but they must be received in the correct GNI format to the British Gymnastics email address – [northernireland@british-gymnastics.org](mailto:northernireland@british-gymnastics.org) 48 hours (7pm on 9th February 2020) prior to the date of the AGM.



## **Skills and Experience Audit Form**

Name: \_\_\_\_\_

Skills/Knowledge/Experience Rating

(please tick box which best describes your skills/knowledge/experience of the relevant area)

Discipline	Measure	5	4	3	2	1
Board of Directors Experience	Experience in serving on public sector, private sector or not-for-profit boards. Experience with good governance policies					
Strategic Planning	Experience in business/corporate planning for public sector, private sector or not-for-profit boards.					
Leadership	Experience serving as a Committee Chair, or in other positions of leadership.					
Technical Knowledge	Understanding and knowledge of considerations and issues associated with gymnastics in particular athlete development, coach development, club development, volunteer development and competition.					
Financial Management	Understanding of financial operational management and the proper application of internal controls for public sector, private sector or not-for-profit boards. Experience of investment policies of not-for-profit boards.					
Compliance and Standards	Knowledge of issues faced within HR, Safeguarding and Health and Safety					
Stakeholder Engagement	Ability to build effective partnerships with government, local authority, commercial and business partners.					
Commercial, Marketing and Communications	Commercial, marketing and communications expertise in the corporate sector.					
Risk Management	Ability to identify and manage risks at Board level.					
Technology	Understanding and knowledge of current and new information systems.					

Key:

5 = High level specialist knowledge

4 = Well informed

3 = Reasonable level of knowledge

2 = Basic understanding

1 = Little or no knowledge/experience