

Gymnastics Northern Ireland (GNI) Management Committee Member Role Profile (GNI Duty of Care)

Role description & person specification

General

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.

Role specific overview – Duty of Care

The overall role of the committee member with responsibility for 'Duty of Care' is to ensure that all committee decisions consider the duty of care of all members first and foremost. The role should support the Regional Welfare Officer and has the responsibility to keep up to date with relevant legislation, guiding the committee on matters of integrity including safeguarding, data protection, standards of conduct, health and safety, equality and disciplinary matters across the gymnastics community.

Specific areas of responsibility

- To ensure compliance with relevant legislation.
- To support British Gymnastics with any Complaints and Disciplinary matters relating to members in Northern Ireland.
- To liaise with relevant parties and support networks about integrity matters.
- To ensure that data protection legislation and best practice is adhered to.
- To support GNI to maintain its reputation and Duty of Care
- To present reports on all matters posing potential risk to the Committee.

- To advise the Committee on risk management and integrity issues.
- To advise on the 'Duty of Care' implications of GNI's strategic and operational plans.
- To chair meetings of the Selection and Appeals sub-committee.
- To ensure training needs are provided to the GNI Committee and Technical committees as required.

Qualities and Skills Preferred

- Experience of Safeguarding and Duty of Care
- Experience of Risk Management
- Good communication and interpersonal skills
- High personal integrity
- 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