

Discipline Committee Vice Chair Job Description

Salary	Unpaid - Voluntary
Location	London
Type of contract	Part time c20 meetings per annum
Term	July 2014 to June 2018

British Ski and Snowboard (BSS) is the National Governing Body for Snowsports within the United Kingdom. BSS is responsible for the representation and management of any British Snowsport athlete who wishes to compete in International Ski Federation (FIS) sanctioned events. This includes any international Alpine or Cross Country or Freestyle Skiing competitions, and Ski Jumping events or any FIS sanctioned Snowboard events. FIS is responsible for the running of over 50% of the medal winning competitions in an Olympic Winter Games.

BSS's Constitution requires the establishment of four Discipline Committees. The Vice Chair of each Discipline committee is voted in by the BSS members from that Discipline and then helps to manage the workings of the Committee deputising for the Chair in the workings of the Committee if for any reason the Chair is unavailable.

The non-exhaustive list of the terms of reference for each Discipline committee is shown at Appendix A to this job description.

Role

- Assist with the management of the Discipline Committee in the development of the strategy and policies, in collaboration with the Committee members
- Assist the Committee in the development of plans to advance the sport and the elite development pathways for that Sport
- Work with the Performance Director and CEO to translate plans in to detailed action
- Help with communications back to the Discipline
- Assist in fund raising through networking and advice on fund raising initiatives

Candidate

- Possess a passion for elite sport and a love of Snowsport together with a commitment to the organisation's identity, purpose and values and to the sport in general
- Clearly identifiable as a source of knowledge and experience within the Discipline
- Excellent interpersonal, leadership and influencing skills, and the ability to contribute effectively to the board and committees and communicate effectively with stakeholders at all levels
- Understanding of the purposes of corporate governance and management, the differences and relationships between them and frameworks for assurance and accountability
- Empathy with the volunteers that are vital to the running of the sport

Applications and process

Anyone wishing to stand for election should complete the nomination form that is available from the BSS website and return it to the BSS office by Friday 25th April 2014.

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APPENDIX A

NON-EXHAUSTIVE LIST OF EACH DISCIPLINE COMMITTEE'S TERMS OF REFERENCE

- 1 Each Discipline Committee is expected by the Board to manage as well as provide advice to the board for that Discipline in relation to the following (non-exhaustive list of) matters:
 - 1.1 **Fund-raising**
 - 1.1.1 Planning commercial as well as private fund-raising activities;
 - 1.1.2 Advising on the availability of National Lottery or other sources of Government funding;
 - 1.1.3 Suggesting suitable patrons for the Discipline or the company; and
 - 1.1.4 Encouraging the widest possible Membership for that Discipline.
 - 1.2 **Team Selection**

Defining and recommending to the Board having regard to the long term development and success of the team:

 - 1.2.1 the appropriate criteria for nomination to and membership of a selection panel for the selection of athletes who are members of that Discipline to represent the company in national and international races;
 - 1.2.2 the appropriate criteria as the basis on which the selection panel will select athletes who are members of that Discipline to represent Great Britain and Northern Ireland; and
 - 1.2.3 an appropriate number of athletes who meet the above-mentioned selection criteria to form a team to attend relevant representative events for that Discipline, having regard to optimising available resources as well as the future development of athletes.
 - 1.3 **Coaching Recruitment**
 - 1.3.1 Advising the Board on prospective nominations for the role of Performance Director; and
 - 1.3.2 Recommending candidates to act as coaches for the Discipline.
 - 1.4 **Team Management**
 - 1.4.1 Providing advice to the Board in relation to a programme for the management of the representative team for that Discipline;
 - 1.4.2 Creating policies for that Discipline;
 - 1.4.3 Advising on and providing to the Board a draft annual budget for that Discipline;
 - 1.4.4 Being responsible for the fixing of performance targets for representative members of the Discipline team(s);
 - 1.4.5 Providing state-of-the-art support services to athletes in the Discipline; and
 - 1.4.6 Monitoring the progress and performance of the athletes in the Discipline, against (amongst other things) the performance targets set for those athletes.
 - 1.5 **Policy**

Advising the Board on all matters to do with:

 - 1.5.1 the establishment and maintenance of team discipline; and
 - 1.5.2 the activities of volunteers within the Discipline.

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1.5.3

1.6 **Technical Delegate Forum**

Recommending to the Board candidates for nomination to the Technical Delegate forum and other suitable potential members of such forum where one exists, whose role will be, amongst other matters, to be a source of support and advice for the Discipline Committee, the athletes and all members of the Discipline on relevant technical and performance matters.

1.7 **FIS Committee representation**

Recommending to the Board candidates for nomination to FIS Committees relevant to the FIS Disciplines with which the relevant BSS Discipline Committee is aligned. Where the Board reasonably considers the candidates recommended by the Discipline Committee to be unsuitable for the position, the Discipline Committee shall propose alternative candidates.

1.8 **Competition Rules**

Developing (and revising as appropriate) for BSS approval a comprehensive body of competition rules for each Discipline falling within its remit, including rules of athlete eligibility, in conformity with or supplementary to applicable FIS and BOA rules.

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