

Active Norfolk Board Role Description

Role title	Board Non-Executive Director (NED)
Responsible for	n/a
Responsible to	Active Norfolk Board & Chair
Remuneration	Voluntary role
Review history	June 2023 (KT)

Role Purpose –

To be effective the Active Norfolk Board requires a diverse range of NEDs to champion, advocate, challenge and support the overall work of the organisation. The Board has several specific roles within it but additionally there may be some Board NED roles that have no specific remit at the time of recruitment. It is expected however that all Board NEDs will offer their relevant expertise in line with any characteristics, skills or experiences that are beneficial to Active Norfolk and its ongoing work. This Job Description will capture the core remit of an NED and highlight opportunities that may be relevant. These can be highlighted for each NED when it comes to appraisals with the Chair (annually).

Duties relating to the Board

NEDs will support the Board and relevant staff in the following ways:

- Support and advocate the work of Active Norfolk
- Promote the cause of physical activity across their relevant connections
- Seek to highlight and broker relevant community and partner connections to further beneficial areas of work and opportunity
- Uphold the credibility, integrity and profile of Active Norfolk in all activities
- Offer support and challenge to the strategic direction and operations of Active Norfolk
- Draw on experiences, interests and skills to inform discussions and decisions taken by Active Norfolk

Term of Office / Time Commitment

- NEDs are appointed (as per the governance framework) for a term of three years, and are eligible to stand again for two subsequent three year terms if approved
- NEDs may be requested to represent Active Norfolk at county, regional and national events, as appropriate and convenient
- NEDs are encouraged to support the organisation by joining one or more of the various sub-committees and Continuous Improvement Groups run by Active Norfolk
- Attendance is expected at each quarterly Board meeting
- Generally around 1-2 days per quarter
- Flexibility, in terms of hours during the day

Person specification		
Qualifications:	Essential (✓)	Desirable (✓)
Only relating to specific roles		
Knowledge/Experience	Essential (✓)	Desirable (✓)
Experience on Boards or senior level committees		✓
Experience or understanding of working and consulting with people with lived experience of inequalities		✓
Understanding of the benefits of physical activity on wider populations		✓
Experience of working with or in VCSE organisations		✓
Partnership working		✓
Aptitudes/Behaviours	Essential (✓)	Desirable (✓)
High level of personal integrity and professionalism, maintaining high standard in public life.	✓	
Good communication and presentation skills	✓	

Creative thinking and problem solving	✓	
Desire to make a difference	✓	
Willingness to question and learn	✓	
Confidence to challenge senior management and personnel as required	✓	
Desire to reduce inequalities	✓	
Strong advocacy skills	✓	
Willingness to 'call out' inappropriate behaviours or beliefs	✓	