CHAIRMAN – JOB DESCRIPTION & PERSON SPECIFICATION

1. Job Description

The post of Chairman is an elected 3-year post. The purpose of the post is to manage and supervise the day-to-day corporate business of the BAB on behalf of the Board's corporate Members. The duties and responsibilities include but are not necessarily limited to:

- Being a Trustee of the Board and acting at all times in accordance with the Board's Constitution
- Attending and chairing Executive and General Meetings of the Board
- Controlling the debate on matters under discussion at Executive and General meetings of the Board; with contributory input and advice, as appropriate or required
- Ensuring that decisions taken at Executive level are, where appropriate, brought to the attention of the Members of the Board at General Meetings, for ratification.
- Ensuring that the Board maintains high standards of corporate governance
- Representing the Board with outside organisations, government agencies, etc
- Undertaking one-off projects, as may required or requested
- Reporting to the Executive Committee and at GM, as necessary, on Child Protection matters in direct response to information supplied to the Chairman by the Independent Child Safeguarding Officer
- Producing an Annual report for the AGM

2. Person Specification

The post holder should, ideally, have a background which encompasses and demonstrates:

- A sound knowledge of the art of Aikido
- Experience of management through committees
- An ability to Chair meetings and interpret associated proceedings
- An ability to make public presentations, represent the Board with outside bodies, etc.
- An ability to make formal written representations on behalf of the Board
- Flexibility to undertake a variety of one-off tasks.
- An ability to work as part of a management team
- An ability to work with a diversity of Aikido Associations, recognising their independence, but seeking to develop their commitment to a corporate approach
- IT literacy
- Business/Commercial experience (desirable but not essential)