



Scottish Athletics Limited

Information for applicants for the position of

Board Position - Company Secretary (voluntary)

Introduction

Scottish Athletics Ltd (**scottishathletics**) is widely recognised as one of the most successful governing bodies in the UK. "*Perform When It Counts*" is the strategy for **scottishathletics**, covering the period 2015 to 2019. It is very deliberately positioned as a high-level strategy providing aspiration, leadership, structure, and shaping the resources and work of **scottishathletics**. It builds on a successful phase of development and achievement from 2010 to 2014, with more success being achieved in 2015, 2016 and 2017.

Perform When It Counts is all about achieving and delivering excellence at all levels of athletics – for all, and across all disciplines of the sport. This integrated approach is central to the philosophy behind the strategy. We are also now entering the planning stage for the next phase of our strategy and successful applicants will play a key role in shaping the future of the sport in Scotland.

There are 152 athletic clubs in Scotland with a total membership of around 24,000. The clubs vary in size from small informal clubs with a handful of members to long-established clubs whose membership exceeds 600. Some clubs specialise in particular disciplines, and others cater for all aspects of athletics. In addition, there are 450 **jogscotland** groups and 40,000 members. The **jogscotland** programme of activities is delivered in partnership between **scottishathletics** and the Scottish Association for Mental Health (SAMH).

Our Vision

Perform When It Counts further details the role that **scottishathletics** will play in the period 2015 to 2019 to realise our Vision:

Lead, develop and deliver the athlete pathway in all communities in Scotland, ensuring that it:

- Provides opportunities for all in learning, competing and contributing – at the level that is appropriate for them
- Identifies and supports athletes with potential to perform on the world stage
- Supports strong and sustainable clubs at the centre of development and delivery
- Motivates and supports our coaching community to excel at all levels
- Provides the right competition at the right level within the right environment
- Recruits and retains more people within the athletics community – performing in all roles
- Is resourced, managed, and governed to an excellent standard

scottishathletics is fully committed to equality and ensuring that athletics is accessible to all including all characteristics held and protected by the Equality Act 2010. We endorse the principle of sports equality and will strive to ensure that everyone who wishes to be involved in athletics (in all its disciplines and forms), whether as athletes, casual participants, club members, officials, volunteers, coaches, office-bearers in clubs or those within the governance structure of **scottishathletics**.

Salary

This is a voluntary position. Travel will be reimbursed at **scottishathletics** current rates.

Staff

scottishathletics employs 27 members of staff and 32 Club Together Officers.

The Role

The Company Secretary has a key role to play in ensuring that board procedures are both followed and regularly reviewed. The Chair and the Board will look to the Company Secretary for guidance on key responsibilities under the articles, rules and regulations to which they are subject and on how these responsibilities should be discharged. All directors will have access to the advice and support of the Company Secretary, particularly through the Chair.

With the increasing focus in recent years on corporate governance, the role of the Company Secretary is also viewed as the guardian of the company's compliance with the law and best practice.

The Company Secretary would be expected to attend Board meetings, which take place six times per year, in addition to the AGM. Meetings are usually held in the evening at the Scottish Athletics offices, Caledonia House, South Gyle, Edinburgh EH12 9DQ and the AGM on a weekend morning.

Responsible to: Chair and Board of Directors

Responsibilities - Key Tasks

The Company Secretary will provide key support and guidance to the Chair, Chief Executive Officer and Head of Operations on all legal and regulatory matters.

The Company Secretary will be responsible for advising company directors on their duties, and ensuring that they comply with corporate legislation and the articles of association of the company.

The Company Secretary will undertake an annual and ongoing review of the company's Articles of Association to ensure they are updated and fit for purpose.

The Company Secretary, along with the appropriate working group, will also undertake a review of the organisation's disciplinary rules and procedures.

Qualifications

In addition to the requisite knowledge, experience and strong communication skills to discharge the functions of secretary of the company, applicants must meet one or more of the following qualifications:

- Be a qualified lawyer in any UK jurisdiction
- Have held the office of company secretary of a public company or significant organisation
- Be a member of any of the following bodies:
 - the Institute of Chartered Accountants of Scotland
 - the Chartered Institute of Management Accountants
 - or the Chartered Institute of Public Finance and Accounting
- Be a person who by virtue of their holding or having held any other position or their being a member of any other body, appears to the directors to be capable of discharging the functions of the secretary of the company. (Companies Act 2006, s.273)

Any questions regarding the post should be directed to **Ian Beattie**, Chair of Board of Directors at IanBeattie@lindsays.co.uk

Application Process

Applicants should apply by submitting:

- **CV (including references) & Covering letter** (addressing how the applicant's skills and expertise fit with the role and qualification requirements)
- **Equal opportunities form** (this form is separated from application when received and will remain anonymous, confidential, and will not form part of the selection process)

marked "private and confidential", to Dawn Allan, Head of Operations (or email to dawn.allan@scottishathletics.org.uk) at

scottishathletics
Caledonia House
South Gyle
Edinburgh
EH12 9DQ

The closing date for applications is **noon on Friday 27th April 2018** with interviews taking place the week commencing Monday 7th May. Applications received after the closing date will not be considered.

Any offer of a position would be subject to appropriate references and a fit and proper person's check.

scottishathletics is an equal opportunities employer.

