

Senior Independent Director

ROLE DESCRIPTION

**Title:**

Senior Independent Director and Trustee of Together Active, the Active Partnership for Staffordshire and Stoke-on-Trent.

**Criteria:**

The Senior Independent Director must be independent, and will fulfil the role of Vice-Chair.

**Remuneration:**

This is a non-salaried position. Travel and other reasonable out-of-pocket expenses will be reimbursed for attendance at official meetings and events on behalf of Together Active.

**Location:**

Meetings will be held throughout Staffordshire and Stoke-on-Trent.

You do not need to be a resident of Staffordshire or Stoke-on-Trent to apply for this role

**Term:**

Three years initially, up to a maximum of three, three-year terms.

**Time Commitment:**

Attendance and preparation for:

* An induction training event;
* Board meetings, which are normally held quarterly and last for two hours;
* Where appointed a member, meetings of any sub groups or time-limited action groups; All trustees are expected to sit on at least one group during each term as a Trustee. These normally meet quarterly for one to two hours;
* Occasional Together Active events (estimate 4 per year);
* Occasional Partner, Sport England or Active Partnership events, representing Together Active (estimate 4 per year).

**Purpose of role:**

In addition to their role as a Trustee, the Senior Independent Director has the following role:

* assist the Chair in meeting their responsibilities, providing a sounding board where appropriate;
* serve as an intermediary for the other Trustees where necessary, working to resolve major issues;
* act as an alternative point of contact for stakeholders, Trustees and staff or the public who wish to share concerns, if the normal channels of the Chair or Together Active’s senior management fail to resolve the matter or in cases where such contact is inappropriate. This includes safeguarding concerns;
* ensure that staff and trustee wellbeing is regularly reviewed and relevant actions are agreed and implemented
* act as Chair in their absence;
* lead on the process to appraise the Chair’s performance, taking into account the views of other Trustees;
* lead on the succession planning and appointment of the Chair;
* meet with the Chair regularly;
* meet with other Trustees as and when deemed appropriate.

**Duties:**

In line with their role as a Trustee, the Senior Independent Director will comply with the following duties:

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| Duty of Compliance | Trustees are expected to comply with Together Active’s constitution, policies and strategy.  Trustees are required to understand the key legal and regulatory obligations that affect the Board and Together Active and to seek expert advice where necessary. |
| Duty of Care | Trustees are expected to act reasonably and prudently in all matters relating to Together Active and its long-term interest. |
| Duty to promote openness and debate | Trustees are expected to enable an environment that encourages transparency and where debate is encouraged. When those opinions may differ, they will be respected. |
| Duty to protect the organisation | Trustees have a duty to protect all the resources belonging to Together Active by ensuring effective management systems are in place e.g. financial controls, risk register etc.  Trustees have a duty to protect the organisation’s reputation and intellectual property. |
| Duty to act in the best interests of the public | As Together Active is financed through public money Trustees have a responsibility to act in the best interests of the public as a whole.  They have a responsibility to avoid conflicts of interest especially when they involve financial transactions. |
| Duty to abide by Together Active’s Code of Conduct | Trustees will ensure that they abide by Together Active’s Code of Conduct for Trustees to ensure that the highest personal standards are observed at all times. |
| Duty to abide by Together Active’s Declaration of Interests Policy | No Trustee shall participate in discussions, or vote in response of a matter in which they have a material interest. |