

**Cricket Scotland Holdings Limited (“CSHL”)  
Role Description for President (including as President Elect and Past President)**

## **1. ROLE SCOPE**

The President serves a term of two years. Typically an individual undertaking the role of President will have in advance served one year as President-Elect and will subsequently serve a one-year term as Past President. The individual will normally have first been elected by the members of CSHL as President-Elect and then, a year later, elected by them as President; the year as Past President follows automatically, without any election, after the term as President.

During his or her term as President, that individual will be a non-executive director, and will chair the Board, of CSHL. During his or her terms as President-Elect and Past President that individual will be a non-executive director of CSHL but will not chair the Board.

The President is responsible for the leadership of the Board of CSHL as the company which has accountability for governing the sport of cricket in Scotland. CSHL has delegated day to day responsibility for the role of national governing body to its subsidiary, Cricket Scotland Limited (“CSL”). CSL also has the responsibility for proposing the strategic direction for cricket in Scotland for the approval of the board of CSHL and for delivering the key objectives of that strategy under the oversight of CSHL.

The President plays a key role in ensuring that CSHL abides by and performs its duties under the Statement of Primary Responsibilities approved by the members of CSHL on [28 February 2016] which describes the respective responsibilities of CSHL and CSL. A copy of the Statement is attached.

The President also serves as a non-executive director of CSL.

The President is also expected to attend club functions, representative matches and finals of Cricket Scotland tournaments as appropriate.

The role is unremunerated but reasonable travel and subsistence expenses are reimbursed in accordance with the company’s expenses policy.

## **2. ROLE DESCRIPTION**

### **2.1 Leadership**

- a) The President is responsible for the leadership of the Board of CSHL and should seek to ensure that it acts in accordance with its memorandum and articles of association and approved policies as well as the Statement of Primary Responsibilities, and should seek advice in any case of uncertainty.
- b) The President should ensure that the powers and responsibilities of the Board are exercised collectively by all members acting as a body. The President encourages all members to work together effectively, contributing their skills and expertise as appropriate, and seeks to build consensus among them.
- c) The President is responsible for ensuring that the Board conducts itself in accordance with accepted standards of behaviour in public life, embracing selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- d) The President, working with the Chair and Chief Executive of CSL as appropriate, ensures new members receive a full induction on joining the Board and that opportunities for further development for all Board members are provided regularly in accordance with their individual needs.
- e) The President should seek to establish a constructive and supportive working relationship with the Chair and Chief Executive of CSL, recognising the agreed separation

of responsibilities established in the Statement of Primary Responsibilities, and avoiding involvement in the operational management of CSHL and CSL.

## **2.2 Conduct of Board Business**

- a) The President, after consultation with the Chair and Chief Executive of CSL, agrees an appropriate meeting schedule to enable the Board to discharge its responsibilities in relation to setting and monitoring the organisation's strategic direction.
- b) The President, after consultation with the Chair and Chief Executive of CSL, agrees an annual work plan and agendas for Board meetings and the agenda for any strategic planning event.
- c) The President ensures that Board meetings are run efficiently and effectively and that all members are encouraged and able to participate and contribute.
- d) The President ensures that the Board keeps its performance under annual review and carries out a formal review not less than every three years.

## **3. PERSON SPECIFICATION**

### **3.1 Personal Attributes and Skills**

The President should demonstrate:

- a) A strong personal commitment to the mission, values, aims and objectives of CSHL;
- b) An understanding of cricket and how it is structured domestically and internationally;
- c) Effective chairing and leadership skills;
- d) A strong intellect;
- e) Diplomacy and sensitivity;
- f) Sound judgement ;
- g) Political awareness;
- h) Strong communication skills
- i) The ability to deal with conflicting views in a constructive manner;
- j) The ability to be an ambassador and represent cricket in Scotland where required; and
- k) The ability to act fairly and impartially in the interests of cricket in Scotland as a whole.

### **3.2 Knowledge and Experience**

The President is likely to have experience of chairing a senior body or organisation in the private, public or third sectors or of having held senior office in such a body and having worked with a board. In any event, the President's knowledge and expertise should be relevant to the successful operation of an organisation of at least a similar size to CSHL and CSL.

## **4. REVIEW OF PERFORMANCE**

The performance of the President will be reviewed annually by the Board.

## **5. TIME COMMITMENT**

This is an important role which requires commitment and flexibility. There may be occasions when the President has to be contacted or attend meetings at short notice and outside normal office hours.

The actual time spent will depend on the way in which an individual approaches the role but, during the period as President, is not expected to be less than the equivalent of 1 day per week.

In addition to three to four Board meetings of CSHL a year and six board meetings of CSL, the President attends certain committee meetings and other events as appropriate. The President-Elect and Past

President attend three to four Board meetings of CSHL a year plus committee meetings and other events as appropriate.