

English Indoor Bowling Association Ltd

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DUTIES OF A BOARD OF DIRECTORS/ DIRECTORS SPECIFICATION

1. **Provide continuity for the organisation** by setting up a corporation or legal existence, and to represent the organisation's point of view through interpretation and services and advocacy for them.
2. **Select and appoint a Chief Executive** to whom responsibility for the administration of the organisation is delegated, including:
 - i. To review and evaluate his / her performance regularly on the basis of a specific job description, including executive relations with the Board, leadership in the organisation, in product / service / programme planning and implementation, and in management of the organisation and its personnel.
 - ii. To offer administrative guidance and determine whether to retain or dismiss the executive.
3. **Govern the organisation by broad policies and objectives**, formulated and agreed upon by the Senior Manager and employees, including assign priorities and ensure the organisation's capacity to carry out products/ services / programmes by continually reviewing its work.
4. **Acquire sufficient resources for the organisations operations** and to finance the products/services/programmes adequately.
5. **Account to the public for the products and services of the organisation and expenditures** of its funds, including:
 - i. To provide accountability, approve the budget and formulate policies related to contracts from public or private services.

RESPONSIBILITIES OF A BOARD OF DIRECTORS

- 1 **Determine the Organisation's mission and purpose.**
- 2 **Select the Chief Executive.**
- 3 **Support the Chief Executive and review his or her performance.**
- 4 **Ensure effective organisational planning.**
- 5 **Ensure adequate resources.**
- 6 **Manage resources effectively.**
- 7 **Determine and monitor the organisations products / services and programmes.**
- 8 **Enhance the Organisations public image.**
- 9 **Serve as a court of appeal.**
- 10 **Assess its' own performance.**

DIRECTORS SPECIFICATION

Essential: -

- **Commitment to the English Indoor Bowling Association Ltd (EIBA Ltd) and its objectives.**
- **Experience and skills in corporate governance**
- **The ability and willingness to influence EIBA Ltd Policy**
- **The skill to represent and promote the EIBA Ltd externally**
- **The commitment to attend Board meetings (normally six per year held at Melton Mowbray) and other meetings as appropriate.**

Desirable: -

- **Leadership / management skills**
- **Experience of strategic planning**
- **Knowledge of sport**
- **Experience of organisational development**

The Board of Directors normally meets six times each year. Directors may be asked to serve on or lead other EIBA Ltd working groups / committees. There are also opportunities to represent the EIBA Ltd on World and British Isles Indoor Bowls Bodies.