

**Moss Side Fire Station Boxing Club
Voluntary Independent Chairperson Role
Pack**



December 2017

ABOUT US

Moss Side Fire Station Boxing Club was formed in 2008 by 3 active fire fighters. The club has grown organically and has seen a big increase in membership.

In March 2017 a Business Development Manager was employed to ensure financial sustainability. However, the move to a separate limited company in December 2016 has made this impossible to achieve. This company was dissolved in October 2017.

It is clear the governance and management structure needs reviewing to ensure that it meets the requirements of the boxing club development and that of the Greater Manchester Fire & Rescue Service.

This paper outlines the recommended proposals to allow the Boxing Club to grow and meet the demands now being placed on it after approaching 10 years of successful community intervention.

Since 2008 the gym has helped many young people, including 16-year-old Connor Tudsbury who last year won a Class A belt in the under-65k category at the National Association of Girls and Boys Club Championship.

Two of the club founder members have been recognised by the Queen. Matt Dillon and Nigel Travis received their British Empire Medal.

The club received funding to acquire a portable boxing ring and have since been working in local schools to deliver boxing coaching as an alternative curriculum activity.

In December 2017, the club will deliver their first ever fit and fed camp having received £2,000 of funding to support the local community.

In 2017, the club received funding to deliver a holiday camp to local school children. This was also funded by a local community pot.

Both Nathan Cumiskey, is North West Regional Champion, Tom Rowen is National School Boy champion and Lauren Lees is also in the England Boxing Talent pathway.

The club was used for video productions such as the 'This Girl Can' campaign delivered by Sport England and has featured in many media publications, Radio and on TV.

Numerous Celebrities and pro boxers have attended the club since it opened in 2008, such as Amir Khan, Nicola Adams, Ricky Hatton, David Haye, Rio Ferdinand, Vikki Pendleton just to name a few.

THE MOSS SIDE FIRE STATION BOXING CLUB BOARD

The Board of Trustees will provide strategic direction and oversight for the Moss Side Fire Station Boxing Club as a Charitable Incorporated Organisation.

Board Members

The Board comprises of a diverse team with three Moss Side Fire Station Boxing Club members and three representatives from Greater Manchester Fire & Rescue Service, all appointed for the value they bring to our work.



The make-up of the Board of Trustees will be;

3 x volunteers from Moss Side Fire Station Boxing club

3 x volunteer staff from Greater Manchester Fire & Rescue Service with specific roles.

The Board members are the charity trustees and will be registered with the Charity Commission.

Meeting Quorum

How many people are required for a meeting to take place?

It is recommended that 6 of the 7 trustees must be in attendance in order to ensure that the majority of the views are heard and a balanced discussion can be had.

The C.I.O governing document would allow trustees to dial in via phone/internet so they didn't have to be in physical attendance but this would obviously be the preferred option.

Failure to attend at least 80% of the meetings per year without a valid reason would result in removal from the Board of Trustees.

Deciding vote

The Independent chairperson would get the deciding vote on all matters when a decision was split 50/50, however a clear majority consensus should be the aim on all matters.

Powers of the Board of Trustees

The charity's Articles of Association will further outline the formal powers of the Board.

ABOUT THE ROLE

Role Title: Chair of Moss Side Fire Station Boxing Club

Moss Side Fire Station Boxing Club are working towards becoming a Charity Incorporated Organisation (foundation model). As part of this process, the club are seeking a highly motivated person passionate about making Moss Side Fire Station Boxing Club the most successful in England both for boxing and community engagement/development.

Holding a unique and trusted partnership with the Greater Manchester Combined Authority, this exciting opportunity comes at an exciting time as the whole organisation embraces the potential of physical activity and sport in supporting the Education, Health, Wealth and Wellbeing of the communities of Moss Side and Hulme.

The Chairperson's role is to help create the conditions for success, participating and encouraging collaboration and co-production, brokering relationships and sharing insight of people and place. You will build on the clubs many successes through your leadership of the Board of Trustees and the organisation; and help us to deliver greater impact within our community.

We look forward to hearing from you, if you are a dynamic, well connected and forward thinking individual, with a strong ambition to elevate the clubs success, whilst ensuring strong alignment to our organisational culture and values.

For an informal conversation about this post, please contact Roger Goodwin, Business Development Manager on 07971 964254 or Goodwinr@Manchesterfire.gov.uk

Dear colleague,

Thank you for your interest in the role of Chair of the Moss Side Fire Station Boxing Club. Please find below details of the selection process, to assist you in completing and tailoring your application. On the following pages you will find further information about the organisation and the role.

In order to apply you should submit:

- An up-to-date CV which shows your full career history – we recommend that this is no longer than three pages;
- A supporting statement explaining why you are interested in this role detailing how you meet the skills we are seeking – we recommend that this is no longer than two pages;
- Indicate if you cannot attend the interview date.

Please send your application, by email to Goodwinr@Manchesterfire.gov.uk

Closing Date – Sunday 7th January 2018.

You will receive an acknowledgement and we suggest that if you don't receive this, you contact us to ensure that it has arrived. Using a secure email address and putting the job title/organisation in the subject line reduces the chances of any email going into spam.

Interviews are scheduled for Monday 15th January.

We very much see these as a two way opportunity for us to find out more about each other. Please do contact us if you wish to have an informal discussion about the role/organisation or if you have any other questions to help you decide whether to apply. You can contact:

Business Development Manager – Roger Goodwin – Goodwinr@Manchesterfire.gov.uk or 07971 964254.

We look forward to hearing from you.

Roger Goodwin

Business Development Manager

Moss Side Fire Station Boxing Club

Role Title:	Independent Chairperson
Reports To:	Board of Trustees
1. Role Purpose	
<ul style="list-style-type: none"> The main role of the chairperson is to preside over meetings, lead the Board of Trustees and organisation. 	
Duties and Responsibilities	
<ul style="list-style-type: none"> Be an ambassador for the club Deal with specific tasks or issues as defined by the Boxing Club (for example, chairing meetings or dealing with personnel matters). To ensure that governance documents are adhered to. To ensure that the charity is run as per law. 	
Skills/Qualifications	
<ul style="list-style-type: none"> Knowledge of Organisational Governance Experience of Business Management Knowledge of the Boxing Club Strategic Management Experience Good listener Diplomacy Well organised Decisive Confident at public speaking and keeping order during meetings. Meet the requirement for a commercially astute, articulate, technically strong, dynamic, insightful and influential leader with the ability to operate at both strategic and operational levels. Exceptional communication skills at all levels Good I.T. Skills Ability to handle high levels of pressure and critical decision-making. High integrity and openness combined with commitment to good governance. Energetic, highly motivated, with an enquiring mind and passion for excellence and innovation in pursuit of business growth and success. 	
Further Information	
Will the role-holder have direct access to young persons under the age of 18, within the context of the job or any subsequent related activities or responsibilities? Yes	

Time and commitment

The role is estimated to take about 1 day per month including 9 Board meetings per year plus some development groups meetings and liaison with the staff/volunteers from time to time.

Most of the time the meetings will be held at Moss Side Fire Station Boxing Club.

Terms

The Chair is appointed by the Board of Trustees through an open recruitment process and the role is voluntary.

TERMS OF REFERENCE OF THE BOARD

Moss Side Fire Station Boxing Club BOARD OF TRUSTEES

TERMS OF REFERENCE

1. SCOPE

Moss Side Fire Station Boxing Club CIO (the “Company”) Board of Trustees (the “Board”) is the main decision making body.

The Board considers strategic issues and risk. It has overall responsibility for management of the business and affairs of the Charity, the establishment of strategy and capital raising and allocation.

The Board monitors and oversees the Charity’s operations, ensuring competent and prudent management, sound planning, proper procedures for the maintenance of adequate accounting and other records and systems of internal control, and for compliance with statutory and regulatory obligations.

The Board is collectively responsible for the long term success of the Charity, exercising all of the powers of the Charity, subject to any relevant laws and regulations and in accordance with the Articles of Association.

In particular, the Board will take into account the Directors’ duties contained in the Companies Act 2006 (‘CA 2006’).

2. RESPONSIBILITIES

The Board is responsible for:

2.1 Guiding, reviewing, and approving corporate strategy, major plans of action, risk appetite and policies, annual budgets and business plans; setting performance objectives; monitoring implementation and corporate performance; and overseeing major capital expenditures, acquisitions and disposals;

2.2 Monitoring the effectiveness of the Charities governance arrangements and practices, making changes as needed to ensure the alignment of the charities governance framework with current best practices;

2.3 Ensuring that appointments to the Board are effected in accordance with the appropriate governance process;

2.4 Monitoring and managing potential conflicts of interest of management, Board members, shareholders, external advisors and other service providers, including misuse of corporate assets and abuse in related party transactions; and

2.5 Overseeing the process of external disclosure and communications. The Board is also responsible for all other matters of such importance as to be of significance to the charity as a whole because of their strategic, financial or reputational implications or consequences.

3. MEMBERS

The Board of Trustees

Associate Trustees maybe co-opted to the board for a period of 12 months at the discretion of the full Board of Directors to provide advice or deliver a specific project. Associate Trustees do not have any voting rights.

4. ATTENDEES

Non-members may be invited to attend meetings at the Chairperson's discretion.

5. CHAIRPERSON

The Board of Trustees shall appoint the Chairperson of the Charity, who must be independent from the clubs membership.

Board meetings will be chaired by the Chairperson or, in his/her absence, the Vice Chairperson or a chairpersons appointed by the meeting.

6. QUORUM

The quorum for a valid meeting is at least six of the seven Trustees, as set out in the Charities Articles of Association.

7. VOLUNTEER ADMINISTRATOR (MINUTES SECRETARY)

The Board shall appoint the voluntary administrator to take/write the minutes.

The administrator or, in his/her absence, his/her nominated alternate will attend all Board Meetings.

8. MINUTES

The minutes Secretary of the Board shall minute the proceedings and resolutions of all meetings of the Board, including recording the names of those present and in attendance. Draft minutes of Board meetings shall be circulated promptly to all members of the Board.

Minutes will be recorded and signed off at the meeting following as an accurate record. The board will appoint a minute's secretary at their first meeting each year.

A list of actions with who is responsible and timescales will be produced within a week of the meeting by the Minutes Secretary.

9. NOTICE AND FREQUENCY OF MEETINGS

The Board should meet sufficiently regularly to discharge its duties effectively. The Board shall meet with such frequency and at such times as it may determine. It is expected that the Board shall meet at least nine times per year, including meeting for an annual Strategy Day.

Meetings of the Board shall be called by the Chairperson at the request of any of its members. Unless otherwise agreed, notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed and supporting papers, shall be forwarded to each member of the Board no later than five calendar days before the date of the meeting.

These will be provided to all Directors whether or not they are able to attend the meeting.

10. CHANGES TO THE TERMS OF REFERENCE

Changes to the Board's Terms of Reference must be approved by the Board of Trustees.