

ROYAL NAVAL SAILING ASSOCIATION
JOB DESCRIPTION & TERMS OF REFERENCE

RNSA CHIEF EXECUTIVE

QUALIFICATIONS, QUALITIES, COMPETENCIES

1. The person holding the position of Chief Executive (CE) should have the following qualifications, qualities and competencies:
 - a. To be educated to degree/equivalent level;
 - b. To have the competence and credibility to discharge a senior management function;
 - c. To have a passion for naval sailing;
 - d. To be an effective and confident communicator with strong interpersonal skills and to be comfortable operating at all levels;
 - e. To have the vision, inspiration, skills and experience necessary to provide strategic leadership;
 - f. To liaise effectively with key decision makers, donors, partners, stakeholders and other external bodies;
 - g. To be a compelling and effective ambassador for the Association;
 - h. To have held high level financial responsibility;
 - i. To have high level Human Resources (HR) experience including a working knowledge of employment law;
 - j. To have the ambition and capability to develop fresh thinking for the future of Service sailing;
 - k. To understand and have a deep empathy with the culture, traditions and structure of the Naval Service;

PURPOSES

2. To manage the Association in an efficient, effective and sustainable fashion in accordance with the policy and instructions contained in the Association's governing documents and the decisions of the Central Committee (CC).
3. To be Secretary to the CC, the Finance and General Purposes Committee and the Annual General Meeting.

ACCOUNTABILITY

4. The CE is accountable, through the Chairman, to the CC.

AUTHORITY

5. The CE is authorised:
 - a. To exercise authority over all members of staff;
 - b. To delegate such authority, as may be appropriate, to subordinate members of staff;

- c. To engage members of staff and determine their terms and conditions as approved or directed by the CC;
- d. To approve all Association expenditure within the annual budget;
- e. To sign cheques and authorise all payments on behalf of the Association;
- f. To enter into contracts on behalf of the Association;
- g. To approve correspondence and other communications concerning any aspect of the Association's business;
- h. To liaise with any individuals or organisations on any matter concerning the business of the Association.

PRINCIPAL TASKS

- 6. The CE's principal tasks are:
 - a. To oversee the day to day operation of the Association.
 - b. To manage the Association's resources in accordance with the CC approved budget, liaising with auditors and investment managers.
 - c. To seek opportunities for external funding or sponsorship and to liaise with providers;
 - d. To keep the CC informed of the progress of the Association's business and to manage the programme of annual meetings;
 - e. To make proposals on policy matters for consideration by the CC;
 - f. To prepare such agenda, papers and reports and making such other arrangements as may be necessary for the CC including production of a Flag Plot covering succession of people in key posts;
 - g. To implement the CC decisions, working closely with Flag Officers, Branch Captains/Chairmen, Honorary Local Officers, naval and other Service sport and charity authorities, MOD Departments and Service Establishments;
 - h. To provide advice to Association members;
 - i. To be a member of the Association's:
 - i. Finance and General Purposes Committee (F&GP);
 - ii. All other Sub Committees as required.
 - j. To act as RYA Principal and oversee RYA activities within the Association in accordance with RNSA arrangements with the RYA.

- k. To represent the Association as appropriate on sailing-related committees, working groups etc and to liaise with relevant bodies including harbour authorities.
- l. To represent the Association as necessary at other Service sport, sailing and related organisations' annual general meetings, conferences, seminars, social events etc;
- m. To be the line manager for:
 - i. The Accounts Manager,
 - ii. The Moorings Secretary,
 - iii. The Moorings Bosun.
- n. To be a Trustee of the Samuel Woodcock Memorial Trust.
- o. To oversee the Association's HR operation;
- p. To direct the Association's public relations activities including ensuring the timely publication of the RNSA Journal;
- q. To prepare the Association's Annual Accounts for approval.