

# Elected Director Role Description

## Overview

An Elected Director is a Director elected (voted in) by the Parkour Earth Member Federations at an Annual General Meeting (AGM).

In line with our equality and diversity goals, and the UK Code for Sports Governance, Parkour Earth aims to achieve a more diverse Board of Directors. Encouragement is given to nominees from those communities or segments of the global population who are currently under-represented on the Board (other genders, ethnicities, and people with disabilities).

## Eligibility

To be eligible to be nominated for the position of Elected Director, nominees must be:

- a) a member of their nominating Member National Federation or,
- b) an officer or employee (with a position of responsibility) (or member) of a legal person or organisation that is a member of a Member National Federation and,
- c) a resident or citizen of that nation/territory.

## Term

Each Elected Director is appointed for an initial four year term. They shall retire from office at the conclusion of the fourth AGM following the commencement of their term of office but shall then be eligible for reappointment for a second four year term.

## Time Commitment

Elected Directors are expected to devote such time as is necessary for the proper performance of their duties and should be prepared to spend approx. 1 days per month, after the induction. This is based on preparation for and attendance at:

- Scheduled Board meetings (approx. 6 p.a.)
- The annual Board strategy planning sessions (approx. 1-day p.a.)
- The AGM/GM (approx. 1-2 days p.a.)
- Possible training and development (approx. 1-day p.a.)
- Meetings as part of the Board evaluation process (approx. 1-day p.a.)

Unless urgent and unavoidable circumstances prevent them from doing so, it is expected that Elected Directors will attend the meetings outlined above.

The nature of the role makes it impossible to be specific about the maximum time commitment, and there is always the possibility of additional time commitment in respect of preparation time and ad-hoc matters which may arise from time to time, and particularly when Parkour Earth is undergoing a period of increased activity. At certain times it may be necessary to convene additional Board, committee or AGM/GM meetings.

The average time commitment will increase following acceptance of a role on a committee or otherwise given additional responsibilities. Details of the expected increase in time commitment will be covered in any relevant communication confirming the additional responsibility.

### **Remuneration**

The role of Elected Director is a voluntary non-remunerated role, as all Board positions are non-executive.

### **Skills and Experience**

The Board requires individuals who can help develop and maintain Parkour Earth's strategic focus and direct the changing organisation towards its future. They will need to be able to make a commitment to Parkour Earth and devote the necessary time, have strategic vision, an ability to think creatively, and a willingness to speak their mind.

Given the eligibility criteria above, it is expected that nominees for the position of Elected Director will have a deep understanding of, experience in, and relationships with, the parkour community. Specifics include but are not limited to personal participation, coaching, event management, federation governance, competitions, parkour space design, and other aspects of non-profit and for-profit parkour industry (e.g. developing programmes for minority groups), etc.

Furthermore, Elected Directors who have the relevant skills and experience in one or more of the following areas would also be advantageous for Parkour Earth:

- Marketing and public relations
- Legal, regulatory and governance
- Fundraising and sponsorship
- Finance and accountancy

Ideally, the successful candidate will be able to demonstrate:

- An impressive track record of success within the parkour community
- The ability to operate at Board level for an International Federation of Sport
- A good understanding of the role that sport plays internationally – particularly a modern lifestyle sport like parkour
- Ability to think creatively and strategically
- The skills to challenge current thinking at Board level

- A clear commitment to improving diversity and equality and understanding the needs of underrepresented groups in sport
- A good understanding of 'Good Governance', including the UK Code for Sports Governance or similar.

### **Responsibilities and Duties**

Elected Directors are expected to support the Board in:

- Reviewing the progress of the Federation
- Reviewing the policies of the Federation
- Considering a strategic plan for the future of the Federation
- Adopting and amending the Regulations
- Marketing and promoting the sport internationally at the Federation's approved events
- Preparing the Federation's annual budget
- Submitting to each AGM and/or GM the Board's report together with audited accounts for the preceding period, and an outline budget for the succeeding year
- Any matter, motion or proposal having been included on the agenda at AGM or GM

Elected Directors may be requested to serve on committees of the Board. They will be provided with the relevant terms of reference on any such appointment to a committee. Any such appointment will be covered in a separate communication.

Elected Directors will be expected to perform their duties, whether statutory, fiduciary or common-law, faithfully, efficiently and diligently to a standard commensurate with both the functions of their role and their knowledge, skills and experience.

### **Expectations**

Following successful election Elected Director's will be expected to provide the following documentation:

- A CV
- A Character Reference

Successful candidates will be required to sign the following:

- A Letter of Appointment
- A Declaration of Good Character
- A Declaration of Interest
- The Conflict of Interest Policy
- The Code of Conduct
- The Gifts, Bribery & Hospitality Policy

They will also need to provide ID to support registration of their role as Elected Director of Parkour Earth with Companies House.

