

Context:

The SFAA is a National Governing Body for the Sport of Field Archery, it exists to represent the interests of Field Archery Clubs, develop the sport of Field Archery in Scotland and host National Championships. This requires a Board of Directors to be established and the CEO is expected to provide effective leadership to the Board and Membership and must be answerable to the Board.

Pre-Requisites:

- To have served on the SFAA Board for a minimum of one year.
- To have management/leadership experience.

Requirements:

- Attend and chair scheduled SFAA Board meetings where possible or nominate a substitute.
- Provide a written Record of Decisions (RoDs) for the above.
- Lead the SFAA Board members in their respective roles, providing advice & guidance where applicable.
- Promote the Sport of Field Archery in Scotland.
- Provide overarching direction on development of the SFAA and oversee the production of any policy in consultation with the SFAA Board.
- Assist Club representative with administrative matter that may arise, such as internal discipline, protests, complaints. It is not usual for the SFAA CEO, or Board to make rulings on matters involving Club business.
- Be responsive to queries raised on the website contact or Facebook contact page.

Act as the SFAA's Representative to the IFAA.

- Where possible attend the IFAA Committee Meeting at World (WCM) and European (ECM) level, where this is practical or possible, or identify a suitable substitute or.
- When not able to attend WCM or ECM a replacement may be appointed by the SFAA Board. Or a proxy from another nation may be appointed.
- Provide a Single Point of Contact between the SFAA Board and the IFAA Executive Board.
- Distribute information received from the IFAA as soon as practical, to the SFAA Board.
- Liaise with the SFAA Board regarding any input to the WCM/ECM.
- Have a mandate from the SFAA Board in preparation for WCM/ECM.

Behaviours:

- Display good leadership skills.
- Be decisive.
- Be open to new ideas and ways of working.
- Communicate effectively.
- Be able to negotiate effectively.
- Be able to use electronic means to distribute/share information.
- **Be a team player.**

