



## Role Description - Governance Director

### Purpose

To be responsible for promoting good corporate governance and educating members, embedding and documenting good practice within the Area. Supporting the promotion of a proactive approach to player welfare and safety. Ensuring the data management systems are used appropriately and that information is held safely and kept updated, to help contribute to the efficient running of the Area. Establish credibility with stakeholders, including local authorities and educational establishments and help to maintain the integrity of the England Hockey brand to attract potential sponsors.

### Key Tasks of the Role

#### 1. Facilitate knowledge and understanding of good governance

Ensure all Board members understand what good corporate governance looks like and that the Area ensures appropriate measures are put in place and actions followed through relating to all governance expectations.

- Work with the Board and the Area to promote safeguarding, diversity and inclusion and ensure compliance with England Hockey's rules and regulations in place.
- Facilitate the operation of the Nomination and Remuneration committee as appropriate
- Oversee the governance process of the Annual General Meeting
- Develop and implement processes to sustain and promote good corporate governance, keeping regulations and policies under review
- Oversee the Area responsibilities as a limited company.

#### 2. Implement policies and strategies

Working with the Board, liaise with England Hockey to ensure the Area has adopted and implemented key policies. Utilise England Hockey's Safe Hockey policy and guidelines, work with other key personnel to support wider best practice and ensure that all policies are embedded within the Area's delivery of activity. Make sure the Area is represented at National meetings in relation to governance.

#### 3. Compliance and Reporting

Ensure that the Area complies with GDPR and has appropriate data sharing agreements in place. Ensure there is a process in place to keep accurate records, monitor injuries and report incidents/injuries as they happen in line with England Hockey regulations.

- Ensure that where appropriate DBS checks are in place.

#### 4. Contracts with third parties

- Review the terms of any proposed contract to ensure that it complies with the company's corporate governance policies.

- Undertake a full risk assessment on any proposed contract with an indemnity clause in favour of the supplier
- Prepare draft contracts for the engagement of self-employed individuals

### **Is this Role for you?**

If you are familiar with the vision of the Area, well-respected, comfortable managing details in a careful and methodical manner with an appreciation of the importance of keeping accurate data records and good at managing people, you could hold a pivotal role that will have a direct hand in improving the success of your Area, making sure that hockey is played in a safe and enjoyable environment with player welfare at the heart.