



## Job Description for SSS Chair

As Chair you are responsible for leading the meetings and activities of the SSS Executive Council, which comprises: SSS Chair, Chief Operating Officer, 4 departmental senior staff (including 1 from University & 1 from College), 3 SSS committee chairs, and 4 student representatives (including 1 from University & 1 from College). Other members are co-opted on to the council throughout the year to assist in its work and to learn more about how SSS operates. As a committee member you will contribute to the objectives of the committee and help carry out its intentions as laid down on the SSS Executive webpage: <http://www.susport.org.uk/executive.asp>

Time commitment:

### Strategic and financial

- 5 half-days per year to Chair Executive meetings
- Support Executive/Office with policy/procedural papers on SSS' strategic/business activities, in accordance with core aims/governance
- Lead work to address equality and diversity issues. The SSS chair shall be one of the accountable and responsible officers for all equality and diversity issues within the organisation.
- Assist the Chief Operating Officer with financial planning, monitoring and review

### Management

- 2 half days to Chair the SSS HR Oversight Group
- Commit to monthly one2one exchanges with EO/SPC (including annual reviews) and be available for further involvements in between times as required

### Advocacy

- 2 days to support the SSS Annual Conference in June, including Chairing the AGM and Directors' Forum
- 1 day to support the SSS Christmas Seminar in December, including Chairing the EGM and Directors' Forum
- 6 days (total) to fulfil other SSS related activities (presentations; consultative/partner meetings; representation; press) ~ be positive/professional/corporately consistent at all times
- 3 days to attend the BUCS Regional Chairs Meetings (with AU President rep)
- 3 half days to represent SSS at Scottish Sports Alliance
- An amount of preparation, reading, and pondering will be expected.

### Person Specification

- Be a current Director/Assistant Director of Sport (or equivalent) in a Scottish University ~ with at least 3 years experience in such a role
- Serve on the SSS Executive Council for at least one year