

**Bath City FC Director/Community Director (Supporters Society appointment)**

Role Description

Last updated: November 2024

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| Board membership | * The Bath City Supporters’ Society elects six members of Bath City FC’s nine-person board. These are voluntary unpaid positions.
* Usually two Board members are elected each June at the Society’s AGM for a three year tenure. Retiring Board members may be re-elected. No Board member can serve more than two consecutive three year terms, unless there are overriding and unusual considerations.
* Sometimes the Society appoints Board members on a temporary basis e.g. if a Board member leaves mid-term or a particular skill is needed.
* Nominees for the Club Board must be fully paid-up members of the Supporters’ Society.
* Directors usually have specific roles on the Club Board - e.g. Commercial, Community, Football, Finance, Operations and Sales and Marketing.
* This arrangement will be in place until the Club becomes fully owned by Community shareholders.
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| Community Club | Elected Board members are first and foremost a director of Bath City FC Ltd. and that is where their legal duties lie. However, they are also answerable to the Supporters Society and are expected to work in the spirit of a community-run organisation and understand the principles, aims and rules of the Supporters Society (see <https://www.bathcitysociety.org> for more information).It falls on each director to use their judgement to balance their obligations when making decisions. The Society’s objects are to benefit the community by:* *being the democratic and representative voice of the supporters of the Club and strengthening the bonds between the Club and the communities which it serves;*
* *achieving the greatest possible supporter and community influence in the running and ownership of the Club;*
* *promoting responsible and constructive community engagement by present and future members of the communities served by the Club and encouraging the Club to do the same;*
* *operating democratically, fairly, sustainably, transparently and with financial responsibility and encouraging the Club to do the same;*
* *being a positive, inclusive and representative organisation, open and accessible to all supporters of the Club regardless of their age, income, ethnicity, gender, disability, sexuality or religious or moral belief.*

The relationship between the Club and the Supporters Society is set out in a Memorandum of Understanding, again available at <https://www.bathcitysociety.org> |
| **PART A: GENERAL** |
| Key tasks and responsibilities | * Ensure, along with fellow directors, that the club operates in a financially sound and sustainable manner.
* Offer skills and advice to the Board and its Chair through monthly Board meetings and interim communications.
* Help to achieve the football club’s strategic objectives by developing and implementing relevant business plans.
* Build and maintain good relationships with stakeholders (including the supporter base, the wider community, shareholders, business partners and agencies).
* Stay informed of progress in areas across the football club so as to contribute meaningfully to the overall management, prevent issues and solve problems.
* Have a general understanding of the interests of the Club and the problems and possibilities facing clubs such as ours.
* Take leadership of an agreed working group/workstream within the Club, organising and attending meetings of said group, supervising its work and its staff/volunteers, delegating responsibilities, offering guidance and motivation. NB the Society, in conjunction with the Board, will seek to nominate directors with the appropriate skills and abilities to lead said workstreams.
* Act as a representative of the Club in ways that strengthen its profile (e.g. attending matchdays, meeting supporters at games, participating in community activities and promoting the Club and its interests).
* Ensure the views and aspirations of the Society membership are taken into account in Board-level decision making and understand and accept the Memorandum of Understanding which sets out the working relationship between the Society and the Board.
* Work to a high level of professionalism, operating within any good practice standard or policies adopted by the Club.
* Work to achieve full community ownership as soon as is reasonably practicable.
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| Qualities and skills required | **Essential:*** Understand and promote the long-term aims, ethos and principles of the Supporters’ Society and democratic community ownership, as stated in the Society’s Rules.
* Good communication and interpersonal skills
* Good organisational and leadership skills
* Good problem-solving abilities and strategic thinking
* Good team player with networking skills
* Commitment to the Club’s community values
* Meets all UK legal requirements relating to being a Company Director
* A fit and proper person according to the Football Association’s Fit and Proper Person Test

**Desirable:*** Experience and/or knowledge of community or membership-run organisations and relevant best practice
* Experience at senior management level
* Personal contacts within local area and / or within football that will help build the club’s profile, revenue, influence or awareness
* An understanding of the history and spirit of the Club
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| **PART B: COMMUNITY DIRECTOR SPECIFIC** |
| Key tasks and responsibilities | * Empowering members of the community to play a part in supporting and running their local club, thus building community resilience
* Helping to develop the football club's accessibility and appeal to underprivileged and underrepresented members of the community
* Helping to develop and execute the football club’s business plan and strategies.
* Providing strategic advice to the board and chairperson.
* Sit on the Bath City FC Foundation's Board as a trustee of the charity
* Act as a contact point between the Bath City FC board and the charitable Bath City FC Foundation's board of trustees, updating the one on the other
* Identify opportunities for the Club to engage with local residents and agencies/organisations to improve community wellbeing
* Help to develop and execute the football club’s business plan and strategies in order to achieve the objectives of the board and shareholders.
* Communicate and maintain trust relationships with shareholders, relevant business partners, authorities and stakeholders.
* Ensure, along with the fellow directors, that the football club operates in a financially sound and sustainable manner while upholding the interests of the community
* Accountable for the Community Working Group. Delegate responsibilities and supervise the work of volunteers and relevant service providers
* Keep informed of progress in all areas of the football club to be able to contribute to the overall management of the club
* Act as a public facing representative of the club in ways that strengthen its profile where and when appropriate.
* Analyse problems and provide solutions
* Ensure all decisions and behaviour is informed by the football club’s strategy and values
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| Qualities and skills required | * Good grasp of issues facing local people in Twerton and across Bath, along with broader societal issues that affect individual and community wellbeing
* Empathy, patience and passion for improving the lives of local people via the football club as a key community asset
* Commitment to equality of opportunity
* Good organisational and leadership skills
* Good communication, interpersonal and presentation skills.
* Good analytical and problem-solving abilities.
* Good team player with networking skills
* Willingness to help with matchday operations or hosting responsibilities on a reasonable frequency

**Desirable*** Personal contacts within local area and / or within football that will help build the club’s community reach
* Some experience of community event organising
* Experience of chairing small meetings, taking minutes and following up on action points
* Experience of supporting people to realise their own ideas and take ownership of suggestions for improvement within the club and community
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| Support provided | * Training (as appropriate/required but as minimum director training from [e.g.] Coops UK)
* Mentoring available from the Football Supporters’ Association
* Peer support from the other Board members
* Peer support from the Supporters Society Committee
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3.12.24