



BPA Council Member / Director role description

- Role title:** BPA Council Member. BPA Council Members are Directors of British Parachute Association Ltd.
- Role held by:** Elected Members (10), Independent Members (2)
- Time commitment:** Approximately one day per month. There are six ordinary Council meetings per year plus the AGM on the last Saturday in January. Council members may occasionally also be asked to represent the organisation at other relevant meetings and events. The time commitment may increase significantly for Council members taking on particular portfolios (such as Chair, Treasurer, etc) and those taking seats on BPA Committees, etc, particularly for Committee Chairs.
- Expenses:** The role of BPA Council Member/Director is voluntary and therefore unremunerated. Travel and subsistence will be reimbursed in accordance with BPA expenses policy.
- Location:** BPA headquarters office is at 5 Wharf Way, Glen Parva, Leicester LE2 9TF.

About British Parachute Association

British Parachute Association (BPA), founded in 1961, is the not-for-profit National Governing Body of Sport Parachuting in the UK. Sport parachuting, also known as skydiving, is one of the most exciting and exhilarating sports in the world.

We have over 6,000 full members, and nearly 60,000 student members each year. We also have around 28 BPA Affiliated Parachute Training Organisations throughout the UK who affiliate to us to set and maintain standards of safety and training. The small staff team of 8.5 full-time equivalents, led by Tony Butler, Chief Operating Officer, is based at our Leicester headquarters.

BPA is a member of the Royal Aero Club of the United Kingdom and we represent the UK on the International Parachuting Commission of Fédération Aéronautique Internationale, the World Air Sports Federation.

BPA sets and maintains standards of safety and training for sport parachuting at BPA Affiliated Parachute Training Organisations and in BPA Registered Display Teams. These are set out in the BPA Operations Manual and other safety documents. We also publish a members' magazine, BPA Skydive the Mag, six times a year, together with various technical and training manuals and booklets. We also organise BPA Skydive the Expo on the day of the BPA AGM, usually the last Saturday in January.

We are currently in the process of reviewing our mission - to secure safety, promote our passion and encourage excellence - and values.

For more about us and our activities, please visit our website bpa.org.uk

Each individual Council member is unlikely individually to have all of the skills, knowledge and expertise to govern BPA effectively. Council is made up of 10 Elected and 2 Independent Council members plus any co-opted members, with officials and advisers on hand to discharge its responsibilities appropriately. Council Members must therefore need to work effectively as part of this team - which should be more than the sum of its parts.

Responsibilities

(see also BPA Form 178, Duties and responsibilities of BPA Council Members - downloadable from the BPA website)

- To ensure BPA pursues its core purpose as set out in its Articles of Association as well as continually meeting its obligations under company law and other relevant legislation/regulations.
- To assume guardianship of the legal and financial integrity of BPA as required under the Companies Act (2006) and ensure that internal controls are effective.
- To set BPA's vision, values, mission and strategic direction, including regular reviews of long-term strategic goals.
- To be custodian of BPA's mission and champion of its values.
- To set risk appetite and oversee risk strategy, maintaining careful oversight of any risk to reputation and/or financial standing of the organisation.
- To ensure BPA's organisational structure and capability, including the resources available, are appropriate for implementing the strategy.
- To develop organisational policies, define goals, set targets and evaluate performance against these.
- To ensure BPA implements good practice in respect of governance and leadership.
- To create a strong and fulfilling working relationship with other Directors and the Chief Operating Officer and other staff.
- To delegate management of the implementation of organizational strategy to staff and volunteers (committees, etc).
- To hold to account those responsible for management and implementation of Council strategy: staff (through the COO) and volunteer committee members (through Committee Chairs), other volunteers, commercial partners, etc.
- To provide constructive support to the Chief Operating Officer, guiding his work in the context of the implementation of strategy and policies.
- To commission and receive regular progress reports of BPA's work and financial performance from staff.
- To maintain careful oversight of any risk to reputation and/or financial standing of the organisation.
- To be prepared, if invited, to take a particular portfolio and/or chair and/or serve on a Committee/Group/ Working Party, etc.
- To take part in regular review and self-reflective evaluation of personal and Council performance.

Competencies and behaviours

- To demonstrate through actions a sound understanding of good governance and effective business management.
- To understand the practices, processes and skills required for the board environment.
- To be aware of external factors and constructively challenge the status quo with fresh thinking and new ideas.
- To abide by the BPA code of conduct and act professionally as a director of the organization at all times, including on social media and in public.
- To demonstrate good communication skills and commitment to teamwork.
- To be an effective problem-solver, taking into account different opinions and views of across the range of stakeholders, and manage conflict.
- To manage time and competing priorities.
- To demonstrate skills of influencing and persuasion.
- To be committed to continuous organisational improvement, contributing to organizational development and managing change.
- To be receptive to new information and flexible to change, adjusting rapidly to new situations warranting attention and resolution.
- To be committed to continuing personal development.
- To be committed to furthering BPA and skydiving in the UK.
- To accept collective responsibility for decisions.