

# BSAC Council recruitment pack for elected Non-Executive Director

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## 1. Welcome from the Chair

Thank you for your interest in becoming a member of BSAC Council. For this election there are three ordinary council member positions available along with the position of BSAC Vice-Chair and Honorary Secretary.

This is an exciting time of change for our organisation. We are in the process of adapting our operating model and overall strategy significantly, encouraged by the effects of recent years. While membership of BSAC has been slowly declining for some time, the impact of Covid-19 and the following economic hardships the country is facing have had an increased effect. As well as challenges, this also provides opportunities, and we are looking for motivated individuals with the relevant business skills and experiences who can help us to implement and manage sustainable change.

As a Council member, you will be a director of BSAC Ltd. and its subsidiary BSAC International Ltd., and you will be registered as such at Companies House. Like the directors of any company, you will have a legal (fiduciary) duty for the good and proper running of the business. This is not a responsibility to be entered into lightly.

As a diver, you may have already contributed to BSAC in many ways. You may be an instructor or have led adventurous expeditions. Alternatively, you may be a new diver who inspires others with your enthusiasm. While these attributes are important for the wider BSAC, we do not require you to have any specific diving skills or experiences as Council members.

The Council set BSAC's strategic direction and oversee its implementation. As a Non-Exec director, you will monitor performance and ensure our financial viability. You will identify strategic risks and opportunities, evaluate business cases, and prioritise activity.

You can read more about the role of a BSAC Council member in this pack. We want to be clear about what we are looking for from our directors and this pack is designed to help you understand more about us, and the role. I am happy to answer any questions you may have either before or after submitting your application form.

**Edward Haynes**  
BSAC Chair



## 2. About us

BSAC is the national governing body for scuba diving and snorkelling in the UK. In addition to the UK, we have a network of clubs and centres overseas with the same core values of excellence in training, safety, and growing the sport. We are at an exciting phase in the implementation of our new three-year strategy.

### Our strategic aims are to:



### Our mission

Our mission is at the heart of all we do. It describes the world that we want to see. To us scuba diving plays such an important role in both the physical and mental wellbeing of our members, the environment which we share with nature, and the development of our organisation's role in society. Our published mission statement is set out below.

**To be the 'go to' community for anyone wanting to learn about, enjoy, and protect the underwater world (published January 2021).**

### Our strategic aims

1. Through **quality and consistency** of our training, enhance our leadership role in underwater sport.
2. Understand, mobilise, and connect the BSAC **community**; ensuring that community is accessible to all.
3. Strengthen our leadership role in the protection and conservation of the marine **environment**.

4. Stimulate a culture of **discovery and learning** through adventure in diving, the underwater world, and beyond.
5. Increase the **capacity and capability** of BSAC to achieve its strategic ambitions.

See more information on our current three-year strategic plan at [bsac.com/strategy](https://bsac.com/strategy).

## Governance

We are committed to high standards of governance and comply with the relevant principles as outlined in the BSAC Articles.

## 3. Role description

### Person specification

**We welcome applications from people of all ages, genders, ethnicities and backgrounds.**

**We are looking for people who:**

1. Have demonstrative experience of one or more of the skills and experiences listed below.
2. Have a clear commitment to improving diversity and promoting inclusion in BSAC and have an awareness of the needs of under-represented groups.
3. Have knowledge of effective governance and commitment to the highest standards.
4. Have integrity, independent judgement, an ability to challenge and think creatively, and a willingness to speak openly.
5. Can step away from the detail, giving the strategic focus and direction necessary to for the organisation to flourish and develop in future.
6. We are actively seeking diverse thinking and experiences to help us improve and be fit for the future and will make a commitment to the role and devote the necessary time.

Previous board experience is useful but not essential. The level of someone's diving skills or ability is not relevant to the person specification, although knowledge of BSAC and the wider diving industry is helpful.

### Skills and experience

All individuals who are elected to Council undertake the role as unpaid directors of the board of BSAC and, as such, have legal obligations under the Companies Act 2006. As with any board, we are looking for individuals with the business skills and experiences required to administer BSAC effectively. We are, therefore, looking for directors who can demonstrate competence in one or more of the following areas:

- Charity or National Sports Governing Body (NGB governance)
- Brand development and marketing
- PR, Media, Comms and reputation management
- Other diving training agencies
- Sources of funding
- Implementing EDI (Equality, Diversity and Inclusion) strategies
- International business development and partnering
- Commercial diving/retail

### Key responsibilities (jointly, with other directors):

1. Ensuring that the organisation has a clear vision and strategic direction and is focused on achieving these.
2. Being responsible for the overall performance of the organisation and for its culture and ethos.
3. Ensuring that the organisation complies with all legal and regulatory requirements.
4. Acting as a guardian of the organisation's assets, both tangible and intangible, taking all due care over their security, use, and application.
5. Ensuring that the organisation's business performance and governance is of the highest possible standard.

### Time and commitment

You will be expected to attend six Council meetings a year. The majority of these will be held virtually, with two meetings held in person. In addition, there will be a requirement for you to participate on Council sub-committees.

You will also be expected to provide direction and support to specific projects relevant to your skills and experience as agreed by Council.

While the role is voluntary and unpaid, we do pay directors' travel expenses and provide a full induction to the organisation's work.

For more information on the role of Honorary Secretary please see document '**C-Honorary Secretary**' included in this pack. Alternatively, please contact Mary Tetley, CEO, at [maryt@bsac.com](mailto:maryt@bsac.com) or Edward Haynes, BSAC Chair of Council, at [chair@bsac.com](mailto:chair@bsac.com) for an informal chat.

### Term of office

The appointment is for a three-year term which will commence following endorsement at the BSAC Annual General Meeting (AGM), up to a maximum of nine years of continuous service.

## 4. Processes and timescales

### Application process

To apply, you will need to submit an online application form at [bsac.com/nomination2023](https://bsac.com/nomination2023) by 31 January. Our elections are administered by the Civica, who will process your application in February.

If this appeals to you (and we hope it does!), you are **strongly encouraged** to have an informal conversation with Edward Haynes, BSAC's Chair, to discuss the role further. If you're thinking about standing to be Vice-Chair or Honorary Secretary, then we are happy to arrange further informal conversations with relevant people to discuss the detail of those roles.

Where there are more candidates than posts, the membership will vote on applications from the end of March through to 29 April and, if successful, you will formally start your role after the AGM on 13 May.

