

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 four ordinary council member positions available along with the position of BSAC Chair.

This is a challenging time for the organisation. While membership of BSAC has been slowly declining for many years, the impact of Covid-19 has caused a significant drop in member numbers, and this has forced us to change our operating model and overall strategy significantly in response to this. However, as well as challenges this also provides opportunities, and we are looking for bright, motivated individuals with the relevant business skills and experiences who can help us make this 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 organised expeditions to far flung destinations. Alternatively, you may be a new diver who inspires others to go diving with your enthusiasm. While very relevant and important to helping people go diving, we are looking for a different skills set from Council members.



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.

Maria Harwood
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.

The strategy aims to:

Diving & Training

Increase the quality, consistency and relevance of training and increase access to diving and training opportunities; enhancing BSAC's leadership role in underwater sport.

Environment

Strengthen our active contribution in the protection and conservation of the underwater environment.

Community

Utilise enhanced communication methods and technology to understand, mobilise, and connect the BSAC community; ensuring that community is accessible to all.

Delivery

Increase the capacity and capability of BSAC to achieve its strategic ambitions.

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.

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 are looking for people who:

1. Have demonstrative experience of one of the skills listed below.
2. Can step away from the detail, giving the strategic focus and direction necessary to for the organisation to flourish and develop in future.
3. Are able to make a commitment to BSAC and devote the necessary time.
4. Have integrity, independent judgement, an ability to challenge and think creatively, and a willingness to speak openly.
5. Have a clear commitment to improving diversity and equality, and have an understanding the needs of under-represented groups in BSAC.
6. Have knowledge of good governance and commitment to the highest standards.

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:

- Business development and product development
- Legal and commercial management
- Human resources / organisational transformation
- Finance

- Programme management / business change management
- Numerical analytical skills
- Strategy and risk management
- IT, especially IT-enabled business change and programme management.
- Policy development
- Marketing and branding
- Communications and social media exploitation

Previous board experience is not necessary, but it would be very useful. We welcome applications from all ages, genders, ethnicities, and backgrounds.

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 at least six Council meetings a year. The majority of these will be held virtually, with one or 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 on 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 Chair please see document '**C-BSAC Chair - Role Description**'. Alternatively, please contact Mary Tetley CEO at maryt@bsac.com or Maria Harwood BSAC Chair at 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/nomination2022 by 31 January. Our elections are administered by the Civica, who will process your application in February.

Where there are more candidates than posts, the membership will vote on applications from the end of March through to 2 May and, if successful, you will formally start your role after the AGM on 14 May.

