



**Terms of Reference for
Board Directors: Chair
for
British Equestrian Federation (BEF)**

Approval

Approved by (role)	Name	Board/ Executive	Date	Date For Review
Board Chair	Joanne Shaw	Board	18/10/17	17/10/18

Terms of Reference for Board Directors

These terms should be read in conjunction with the Terms of Reference for the BEF Board and are supplementary to them.

Chair of the Board (Independent Non-Executive)

Role

- To be responsible for the leadership of the BEF Board and to be accountable for the effectiveness of the Board
- To promote the highest standards of corporate and sport governance at Board level and throughout the BEF and its member bodies
- To provide effective strategic leadership of the BEF
- To act as a lead representative and strong advocate of the work of the BEF and its member bodies
- To promote a culture of openness, transparency and respect throughout the BEF and its member bodies
- To ensure that the BEF acts responsibly having due regard to its reputation and that as a national governing body of sport (as defined by UK Sport and the national Sport Councils) , the national federation for FEI purposes and as a representative of its members interests it does the right thing in the right way for its members and wider stakeholders including participants, athletes, employees, volunteers and customers.
- To ensure that the BEF achieves its purposes in accordance with the objects set out in its Articles of Association

Specific responsibilities

1. To lead the Board and to chair its meetings having agreed a balanced agenda with the Chief Executive covering all relevant business including performance, strategy, risk and people.
2. To ensure that directors receive accurate, timely and clear information for robust debate and high-quality decision making and that their time is appropriately allocated.
3. To create the conditions for overall Board and individual director effectiveness so that the Board achieves its full potential including facilitating and encouraging active engagement of appropriate challenge by the Board.
4. To review on at least an annual basis the performance of the Chief Executive, the effectiveness of the Board, its committees and of individual directors.
5. To chair the Nominations Committee ensuring that there are succession plans in place, that the Board has a balance of skills, experience, independence and knowledge and to pay due regard to the benefits of diversity and appropriate targets.
6. To be a sounding board for the Chief Executive and to constructively challenge the Chief Executives proposals/actions.
7. To develop a supportive relationship with the executive team.

8. To promote constructive relations and open communications between the directors, executive team and employees.
9. To create a forum of open dialogue with member bodies, the Sports Councils and other representative bodies based on a mutual understanding of objectives and to keep the Board informed of the results of such dialogue.
10. To lead all governance matters to ensure that they are conducted in accordance with best practice and that there is a clear structure for and effective running of the Board and its committees.
11. To lead on the development and determination of BEF strategy and strategic objectives, consulting with the Council of the BEF on such proposals in its advisory capacity.
12. To put in place tailored induction for new directors to ensure that all directors understand their legal and regulatory responsibilities and regularly review and agree with each director their training and development needs.
13. If appropriate, to represent the BEF to the Federation Equestre Internationale (FEI) as President of the BEF or, where that is not appropriate, to delegate that role to a director with extensive experience of international equestrian sport.

Integrity and Standards

All directors are expected to meet the highest standards of integrity and to adhere to the Seven Principles of Public Life (the Nolan Principles). All directors are required on appointment to sign a good character declaration and a fit and proper purpose assessment will be performed on all directors as part of the recruitment process. This will include a self declaration covering bankruptcy, a DBS check if appropriate and convictions and identity check. A copy of proof of identity will be retained.

Conflicts of Interest

In addition to the statutory requirements in relation to conflicts of interest the BEF Conflict of Interest Policy complies with the Code of Sport Governance and requires that no director may participate in the discussion of or vote in respect of a matter in which they have a material conflict of interest.