



Job title: **Chair**
Job Type: **Non-Executive Director (NED) Pro Bono.**
Company: **British Footwear Association <https://britishfootwearassociation.co.uk>**
Location: **UK based.**
Accountable to: **The Board of Directors.**

Who we are.

The British Footwear Association or BFA to use our shorthand name, has been in existence for over **125** years and is a non-profit trade Association which represents members across the British footwear sector including design, retailing, manufacturing, sourcing, distribution and services. This £16 Billion Industry is a vital part of the UK economy and employs several hundred thousand staff.

The BFA exists to equip our members with knowledge, insight, and connections to grow in a fast-changing world. supporting our members, championing our industry and shaping its future.

We are looking for a Chair

This is an opportunity for a values-driven and inspiring Chair to join the BFA Board. The Chair leads the cohesive and dynamic BFA board made up of non-executive directors and the CEO. This role takes the lead in supporting the CEO with invaluable expertise of leading a footwear business to develop and refine strategies that position the BFA for continued growth in the evolving footwear landscape. You will act as an ambassador for the organisation within the Global Footwear Industry. Lead the AGM, 4 In-Person Board meetings per year, as well as 8 informal catchups and any ad hoc meetings via online Teams calls. Contribute to board committees and actively participate in relevant meetings (both virtual and in-person).

What's on Offer

Being the Chair of the BFA is an intellectually stimulating meaningful role with the opportunity to influence strategic direction within a renowned Trade Association. An opportunity for you to make a difference and share your expertise, tackle real-world challenges, broaden your knowledge base and build a network of connections.

Key Responsibilities

- **Leadership:** The Chair leads the Board of Directors and is the primary Board contact for the CEO between quarterly Board meetings. The agenda for Board Meetings is agreed between the Chair and CEO. The Chair presides over Board meetings and serves as the Association's figurehead and offer's independent advice, and support. The Chair builds and maintains relationships with members, partners and other stakeholders, recognising the evolving nature of the industry within the UK and ensuring the association remains relevant.
- **Strategy:** The Chair facilitates the Board's role in strategic planning, engaging all Board members and the CEO to create the strategic direction. Contribute to all aspects of the board agenda, bring a breadth of perspective and the ability to understand complex strategic issues. The Board may set standards for the management and reporting of progress against the strategy which is the responsibility of the CEO.
- **Governance:** The Chair guides the Board on governance matters and organisational priorities. The Chair conducts regular reviews with the CEO to identify areas of concern or under-performance and ensures that the CEO presents corrective plans to the Board for discussion and agreement. Occasionally it may be necessary for the Chair at their discretion to request an extraordinary virtual meeting of the Board in the event that an urgent or difficult situation arises.
- **Management:** The Chair works in partnership with the CEO, to provide a valuable source of peer-support and acts as a critical check and balance to the Chief Executive's planning and decision-making. Provide insights and recommendations as to the key enablers for the future success of the BFA. Review and respond to requests from the BFA Board for insights, advice, or recommendations on matters relevant to the general health of the company.

- Compliance: The Chair promotes the highest standards of integrity and corporate governance.
 - The Chair assumes ultimate oversight of financial governance and compliance, signing off the annual audited accounts and audit statement.
 - They are accountable for ensuring best practice and compliance in all matters
 - The Chair may at their discretion nominate other directors to conduct investigations in the case of a conflict of interest.
- Board Management & Succession planning: The Chair determines the shape of the Board, and makes Non-Executive Director appointments, supported by the Nominations Committee to ensure that board members are effective and act in the interests of the company and support of the CEO. They ensure Board succession follows agreed recommendations from the nominations committee and when necessary, appoint a CEO to lead the day-to-day operations of the Association.
- Time: The Chair is expected to attend and chair all board meetings during their tenure, although in exceptional circumstances may delegate to a Deputy Chair, ideally no more than once per year. There is no prescriptive amount of time that a Chair needs to dedicate to the role outside of the AGM, 4 in person meetings and 8 informal catch-up calls per year although previous holders of the role have dedicated an average of 2 days per month in addition to the scheduled meeting days.
- Tenure: In accordance with the Articles of Association the tenure for the role of Chair is usually 2 years, with an option to renew the post to a maximum of two more years.

Experience & qualifications required.

- Board-level experience.
- Accomplished in a senior leadership role, ideally within the footwear sector.
- The ability to liaise, present, negotiate and discuss at Board Level.
- Solid and detailed P&L Management experience in a commercial environment.
- A proven track record of driving financial improvement and performance measurement.
- A strong understanding of robust governance and compliance regulations.
- Demonstrated success in leveraging data for strategic and financial improvement.
- Strategic management experience thinking and decision-making skills gained from previous roles.
- The successful applicant should be up for a challenge.

Personal attributes required.

- Confident and agile with strategic decision making.
- Strong leadership and influencing skills.
- Team player.
- An excellent communicator and motivator.
- Ambitious with a high energy level.
- An achiever - to be simultaneously a strategist and a doer.
- Maturity and credibility.
- Sense of humour.
- Strong commitment to the role and the board.

We believe in fair treatment of all our employees and commit to promoting diversity in our employment practices. We do not discriminate in employment based on race, religion, sexual orientation, national origin, political affiliation, disability, age, marital status, medical history, parental status or genetic information. We base all our employment decisions on merit, job requirements and business needs.