



ROLE OF THE DIRECTOR OF COMPETITIONS



**INTERNATIONAL
FEDERATION**
OF AMERICAN FOOTBALL

Role of the Board of the International Federation of American Football

The IFAF Board's primary purpose is to make high quality strategic decisions to deliver for the Members and wider stakeholders of the Federation.

The Board achieves this by determining direction and strategy, monitoring and reviewing performance against agreed targets and objectives, making revision where necessary.

The primary duty of each Director is to act in the best interests of IFAF. In exercising such responsibility Directors must act honestly, avoiding conflict of interest, with reasonable care and not for personal gain.

The Board governance framework creates the conditions to allow the Board to make strategic decisions and grow value and is defined in the 'Board Governance Policy'.

Board Composition

The IFAF Board is made up of seven (7) Directors and five (5) Continental Directors who are elected in accordance with the IFAF Statutes.

The Managing Director is entitled to attend Board meetings and speak at all meetings of the Board.

Election of Board members:

The following Directors are elected by Congress and serve for four years from the date of their election until the close of the Congress that their position falls vacant.

President

Vice President

Director of Finance

Director of Development

Director of Competitions

General Secretary

Continental Directors

The Athlete Commission lead is elected in accordance with the Statutes.

The Role of Director of Competitions

The role of Director of Competitions of the International Federation of American Football is to

Oversee IFAF's competition programme, ensuring a coherent, world class competition programme at continental and global level

Be a global spokesperson for IFAF and the sport of American football.

The Director of Competitions is charged with

To oversee the competition programme for national teams and national club representative teams

Oversee the review and implementation of:

The IFAF Championship Regulations

The IFAF Event Regulations

To produce an annual competition plan and report at Congress

To represent IFAF with stakeholders who work on competition and events

To work with the Managing Director, relevant members of the Secretariat and the Competition Committees on all competition matters

Personal Qualities

The individual best suited to this role should have:

A passion for the role and the sport of American football

Proven experience in sport development

Excellent knowledge of best practice in event management best practice, with strong governance experience

Strong project management skills

Commitment to IFAF's values

An understanding of the global American football landscape

Strong communication and presenting skills

Time to commit to the role:

A minimum of quarterly IFAF Board Meetings (8 days a year)

Attendance at the IFAF Congress (minimum of 2 days every year)

Attendance at major events - IFAF global events (15 days a year)

Planning and regular communication with Managing Director (occurs on a periodic basis supporting the President's engagement – estimated in total at 10 days per year)

Travel days (5 days)

In total, up to 40 days per year (dependent on major events and Congress that fall into a year) relating directly to the IFAF role in addition, as a Director of Competitions of an International Federation, the individual will find they receive many requests to attend functions and sporting events in their own country.

Director of Competition Remuneration

The Director of Competition role is currently not remunerated.
All expenses are covered in line with the IFAF Expenses Policy.

Appendix

Responsibilities of IFAF Board Directors

Directors have overall responsibility for how a company is managed and run which means they must oversee, supervise, govern and control the company's activities and operations. Directors also have ultimate responsibility for leading the company by determining direction and strategy, monitoring and reviewing performance against agreed targets and objectives, making revision where necessary

Directors are subject to certain minimum standards of care, skill and diligence in discharging their duties. As a general rule, the standard applied will be that of the "reasonable person test". It should be noted that a higher standard is likely to be applied to a person who offers their services as director who is qualified in a profession or by way of business expertise.

Failure to properly execute the duties and responsibilities of a director may result in civil and/or criminal proceedings being brought and subsequent disqualification as a director.

The overriding principle is that directors must act honestly and reasonably and in compliance with Company Law in the jurisdiction of the Federation's legal seat.

A summary of the main duties of a director towards their company is set out below. This summary is not an exhaustive and complete statement of a director's duties and is subject to change. Directors who are unsure about their duties as a director in any particular circumstances should seek professional advice.

Loyalty - A director must act in good faith in what they consider to be the best interests of the company.

Obedience - A director must act in accordance with the company's constitution (the Statutes and legal documents) and must exercise their powers only for the purposes allowed by law.

Independence - A director must not agree to restrict their power to exercise an independent judgement.

No secret profits - A director must not use the company's property, information or opportunities for their own or anyone else's benefit, unless either the company has agreed to this in general meeting, or the company's constitution expressly provides for this. It should be noted that consent may not be sufficient in certain circumstances.

Conflicts of Interest – Directors must exercise great care if a situation arises which could lead to a conflict (actual or potential) between their personal interests and their duties owed to the company or to a third party. A director must account to the company for any benefit received from a transaction that arises from a conflict of interest or duty. This applies whether or not the company sets aside the transaction. Where the company's constitution expressly permits the transaction, a director will not have to account to the company provided the relevant requirements and terms of the company's constitution have been strictly adhered to, or where the interest or duty has been fully and properly disclosed to the board of the company.

Care, skill and diligence - A director owes the company a duty to act with the care, skill and diligence that a reasonable person would exercise. In determining whether a director has acted with due care, skill and diligence, consideration will be given to:

- (a) the general knowledge, skill and experience that may reasonably be expected from a person carrying out the same functions as are carried out by that director in relation to the company, and
- (b) the actual knowledge, skill and experience which the director has.

Fairness - Each director must ensure that her dealings with members are conducted impartially.

Board Director Duties

Communications and Business Development:

- To utilise existing networks to influence and increase knowledge of IFAF's work and agenda.
- To actively advocate the work of IFAF and the sport of American football globally.
- To represent IFAF at functions and meetings as appropriate.
- To use any specific knowledge or experience to help IFAF reach sound decisions.
- To oversee the work of Continental committees and Global committees where relevant

Legal:

- To ensure that IFAF complies with its governing documents, company law, and any other relevant legislation or regulations
- Be completely familiar with the governing documents of the organisation, in particular, the Statutes, Regulations, Codes, Rules of American football and the Sport and Event Regulations
- To ensure that IFAF pursues its objectives as defined in its strategic plan
- To be collectively responsible for the actions of IFAF and other Directors
- To declare any conflict of interest while carrying out the duties of a Director
- To make sure IFAF is properly insured against all reasonable liabilities

Finance:

- To ensure the effective financial management of the organisation including the appointment, remuneration and removal of the external financial auditors (subject to provisions in the Statutes)
- To protect and manage the property of the organisation and to ensure the proper investment of IFAF's funds

General:

- To identify and monitor risks pertaining to the successful delivery of the IFAF strategic plan and review risk mitigation where appropriate.
- To safeguard the good name and values of IFAF and the sport of American football.
- To ensure the effective and efficient administration of IFAF
- To attend meetings, to read papers in advance of meetings and follow through on actions arising out of meetings.
- To attend committee meetings as appropriate
- To participate in other tasks as arise from time to time, such as interviewing for new staff, director training etc.

To keep informed about the activities of the organisation and wider issues relating to American football.

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