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**CEO Role and Responsibilities**

Final Draft 29th March 2021

**Governance Code for Sport**

Disclaimer

Sport Ireland is making available a range of resources including guidance notes, policy documents and templates for selected areas aligned to the Governance Code for Sport which will support sport organisations, boards, management and staff in the development of relevant governance processes and procedures particular to their own organisation.

For the avoidance of doubt, the final decision on the nature, type, extent and format of approved governance policies, procedures and processes for each organisation is a matter for the board / highest governing structure of the organisation and the resources and material provided may assist the approval process.

This document is not, nor is it intended to be, a definitive statement of the law and it does not constitute legal advice. This document is not a substitute for professional advice from an appropriately qualified source and it is recommended that sport organisations consult their governing document or obtain their own independent legal advice where necessary.

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How to Use this Document

Proportionality is a key aspect of the Governance Code for Sport and this is recognised in the roles and responsibilities below which provides two options:

Option 1 will provide a strong basis for Type B organisations in this area. It is recognised that the size and scale of the organisations will be reflected in the specific roles and responsibilities of the CEO.

Option 2A and option 2B are slightly more detailed and comprehensive. This option is likely of most relevance to Type C organisations. However, some or all of those items could be used by other organisations seeking to embed a more detailed and comprehensive Board structure within their organisations

In all cases the final requirements will require some adjusting to reflect the staffing arrangements, organisational structure or Board structure and option 1 and option 2 provide a menu of points to assist in that adjustment.

Terms of Reference – Version Control

Version: V1.0

Date: DD/MM/YYYY

Version Control History:

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| TOR XXX  | Name of Sport Organisation – Name of specific policy |
| Version No. | Date | Status |
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Introduction

Reporting to the Board, the Chief Executive Officer / Co-ordinator / Manager ([[1]](#footnote-1)CEO) will bring vision, strategic leadership and effective management across all the functions of the organisation to ensure that it achieves its overall aims and purpose as set out in the organisation's governing documents (i.e. rules or constitution).

Role

The CEO will support the board[[2]](#footnote-2) in designing, implementing, and evolving its long-term strategic vision.

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| *Option 1* | The CEO will be responsible for the management, operation and day-to-day administration of the organisation and its staff, ensuring it performs and operates to the highest standards whilst assuring compliance with regulatory and governance requirements. He/she will act at all times within the policies as laid down by the board and consistent with good governance practices. |
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| *Option 2A* | The Chief Executive is the senior employee of the organisation and is expected to lead and shape the operations and development of the organisation through efficient oversight of its day-to-day operations under the guidance and supervision of the board. The CEO will ensure the proper and effective management of the organisation's resources and provide the necessary accountability for their use. |
| *Option 2B* |  To implement the strategic plan and to lead and manage staff members, programmes, projects, finances and all other administrative aspects so that the mission, vision and strategies are fulfilled within the context of values and under instructions and guidance as approved by the board  The Chief Executive shall have responsibility and authority over all areas of the organisation, including ancillary activities.  |

Key Responsibilities

The key roles and responsibilities can be outlined using either of the following options or indeed a blended option of both.

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| *Option 1* | * Support the board in fulfilling its roles, including contributing to the development and implementation of the strategic plans, priorities and objectives of the organisation.
* Provide overall direction and leadership in the management of the organisation
* Ensure the provision of regular performance reporting to the board on the activities of the organisation
* Effectively develop and motivate staff to contribute to the achievement of performance targets and indicators
* Ensure a culture and ethos of compliance with legal, regulatory and governance obligations, including in the areas of employment law, health and safety, data protection and the areas within the Governance Code for Sport
* Ensure effective internal control systems are in place to ensure adherence to key policies, safeguard the assets and secure the accuracy and integrity of records and data.
* Ensure effective working relationships with key stakeholders, including members, volunteers, contractors, peer bodies, state and public bodies and Sport Ireland
* Ensure accurate presentation and reporting of financial information to the board
* Assist the board in formulating and reviewing policies for all aspects of the business.
* Devise and manage targets and performance standards for all employees and key areas/ units of the organisation.
* Support and advise the board and committees in all aspects of their governance role.
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| *Option 2* | * To work closely with, and report to, the Board of Directors, especially the Chair(person) to oversee and deliver the Strategic/Business Plan.
* To work closely with the board's committees, ensuring clear lines of communication and reporting between the board, other committees and employees.
* To prepare an annual budget for Board approval and prudently manage the organisation's resources in line with the expected and agreed accounting and financial management standards.
* To oversee the recruitment of the core staff team and provide operational guidance and support to employees in delivering the organisation's Strategic/Business Plan.
* Effectively manage the human resources of the organisation according to authorised personnel policies and procedures that fully conform to current laws and regulations
* To provide a safe and supportive environment for staff, volunteers and everybody engaged with the organisation's work
* To manage the organisation so that it delivers its aims and commitments to its stakeholders with probity, openness, transparency, efficiency and effectiveness
* To oversee the development and delivery of quality programs and services.
* To investigate the need for new opportunities and develop them as appropriate.
* To ensure the sustainability of the organisation, bring forward proposals on resourcing and developing fundraising plans, as necessary, and achieve resourcing objectives and targets.
* To manage and review any Service Level Agreements and contracts with the funding/partner organisations and to ensure that all of their terms and conditions are adhered to.
* To ensure a culture of monitoring, evaluation, shared learning and development is embedded in the organisation's work.
* To lead the organisation's development of policies and practices aimed at mitigating risk to its people, programmes, assets and reputation
* To represent the organisation at the highest level at relevant forums.
* To be the public face of the organisation, ensuring that key messages and policies are communicated and promoted to members, policymakers in national and local government agencies, practitioners, the media, general public and others interested in the work of the organisation.
* To ensure that the organisation works within all relevant laws and regulations, including but not limited to safeguarding, employment, equality, health and safety, data protection, and promotes good practice in all activities.
* To oversee all aspects of the management of the organisation's income and expenditure to ensure the timely and detailed recording of all financial transactions undertaken by the organisation and the reporting of these to the board, relevant committees, funders, and other stakeholders in line with best practice.
* To ensure that the organisation's Strategic/Business Plan continues to be shaped through research and consultation with stakeholders and beneficiary groups.
* To ensure efficient and effective management of the organisation's resources within a detailed suite of risk policies and procedures.
* To carry out such other responsibilities as may be required from time to time, under the direction of the board.
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1. ##  Or equivalent title for the most senior employee / executive lead of the organisation.

 [↑](#footnote-ref-1)
2. References to a Board are irrespective as to the legal status of an organisation. It refers to the highest level group of decision-making people in the organisation. [↑](#footnote-ref-2)