

Regulation No. 2

The Directors and Officers Responsibilities Regulations

Made by the Board of the English Chess Federation (the “**ECF**”) on 28 January 2022 pursuant to Article 85 of the Articles of Association of the ECF, to take effect from such date.

General

The Directors, the Company Secretary the FIDE Delegate, the Chairmen of the Standing Committees, all Managers and Officers shall work co-operatively under the guidance of Council for the general benefit of English chess and the ECF.

All Directors, Managers and Officers are expected to engage actively and collegiately in their roles within the ECF, regularly attend their respective meetings and respond in a timely manner and with due diligence to communications from all stakeholders in the activities of the ECF.

All Executive Directors shall report to the Chief Executive. The Chief Executive shall report to the Board.

The Board of Directors will provide an annual report and financial statement on the ECF’s activities during the previous period; submit strategy and business plans together with annual budgets for future periods for the approval of Council.

The Non-Executive Chairman of the Board and the Non-Executive Directors will provide an independent annual report of the Board’s activities to Council.

All Directors, Managers and Officers will settle their financial affairs with the ECF within 28 days of leaving office.

Reasonable expenses may be claimed for duties of office.

Responsibilities of the Directors

General

The Board of Directors functions as the team leading the management of the ECF. Individual Directors have specific responsibilities, but the Board of Directors is expected to operate as the overall manager of the ECF’s affairs.

Board decisions are expected to be supported by Directors and Managers after the Board has approved decisions.

All Directors are expected to act as ambassadors for, and to promote the interests of, the ECF at all times. The need to support a culture of continuous improvement is also seen as a key quality of Board members.

Directors will have specific line management responsibilities for managers and officers. These are set out in the Appointments Framework referred to below. Specific responsibilities are included here to ensure clarity in some instances. Directors will be elected on a rota basis which has been approved by Council.

The rota is set out in the schedule to these Regulations.

It is important that full and proper consideration is given by Directors to the desirability of Board renewal when Directors are due for re-election.

President

- Ambassador of the ECF to represent it:
 - At important public events
 - To other important organisations
 - To politicians and other distinguished persons
 - To sponsors and donors
 - To the media where appropriate
- Leads at important internal events e.g. prize-giving and awards events
- Where appropriate provides guidance and support to the Board on setting goals and objectives

Executive Directors

Chief Executive

- Provides the leadership of the Board and the ECF
- Leadership for the development of the strategic direction of the ECF and creation of the strategic plan
- Responsible for the co-ordination of the development of the individual Executive Directors' business plans
- Responsible for actioning and monitoring the delivery of the ECF's strategy, integration and co-ordination of the Directors' supporting business plans
- Responsible, with the Finance Director, for ensuring adequate resources are available for delivery of business plans, providing the necessary support and advising on actions to manage deviations from plan
- Responsible for monitoring progress against action points between Board meetings

- Responsible for the overall management of the ECF on a day-to-day basis with all Executive Directors reporting to him/her
- Responsible for identifying new commercial opportunities
- Overall responsibility for the website, social media, the monthly newsletter and the yearbook
- Responsible for the management of the Office activities and all paid employees including employment, health and safety and other employment issues. (NB Functional management of the accountancy services lies with the Finance Director)
- Sets the priorities of the Office
- Represents the ECF in the absence of the President
- Represents the ECF as a Trustee (ex-officio) of the Chess Trust
- Responsible for ensuring the Appointments Framework is maintained
- Primarily responsible for the relationship with the British Isles Co-ordinating Committee but actual liaison to be delegated to other executive directors as appropriate

Finance Director

- Management of the financial affairs and activities of the ECF
- Responsible for the completion and presentation of the annual financial report and the audited statement of accounts to Council
- Responsible for the development of the financial plan and creation of the annual budget in liaison with the Board and other Directors, and presentation of the annual budget to Council
- Responsible for the development and implementation of the procedures, processes and controls needed for the effective management of income and expenditure
- Responsible for the provision of financial, accounting and taxation advice to the Board
- Responsible for the regular provision of financial information to the Board on financial progress
- Responsible for the functional management of the Office accountancy services
- Responsible for evaluation of financial risks to which the ECF is exposed and advice on appropriate actions including insurance
- Responsible for the maintenance of the Financial Bye-laws together with the Chair of the Governance Committee
- Responsible for the evaluation of tenders procedures
- Represents the ECF as a Trustee (ex-officio) of the Chess Trust
- Must possess an appropriate professional accountancy qualification or otherwise in the Board's opinion have the necessary knowledge and

experience required to fill the role

Director of Home Chess

- Responsible for the various ECF activities within England that support the activities of the other directorates and leagues, congresses and organisers
- Responsible for scheduling and planning of events (other than junior events) organised by the ECF
- Consults with Unions, Counties, Leagues and Congresses to ensure that plans are seen as feasible and can be implemented successfully
- Responsible for the work of the Manager of Senior Chess (except international senior chess)
- Develops and supports the arbiter community including opportunities for the training of arbiters
- Liaises with the Chess Arbiters Association
- Responsible for support for coaches including the Registered Coaches Scheme
- Provides support for Chess in Prisons
- Responsible for Accessible Chess
- Is a member of the Board Awards Committee
- Responsible for the Master Points system including national titles
- Responsible for the ECF's online chess activities
- Maintains and develops the ECF's fair play policies and procedures
- Responsible for the development, maintenance and operation of the ECF's IT systems (apart from rating systems and finance)
- Responsible for maintenance of the League and Congress/Event Management Systems
- Responsible for the development of the Home Chess business plan
- Responsible for the appointment of officers within the directorate

Director of Membership

- Manages and develops the ECF's rating systems
- Manages and develops the ECF's use of its membership system
- Responsible for the maintenance and development of the ECF's benefits offering to its members
- Develops, implements and enhances appropriate means of communication with members so as to have up to date knowledge of members' views
- Responsible for the provision of management information to the Board on the key information for monitoring membership during the year
- Responsible for the work of the Manager of Rating and the International Rating Officer, including all nominations of players for FIDE titles
- Responsible for the development of the Membership business plan
- Responsible for the appointment of officers within the directorate

Director of International Chess and External Relations

- Organises the participation of the ECF's nominees in international events (other than events open only to players under the age of 21, which are the responsibility of the Director of Junior Chess and Education)
- Responsible for management of international teams
- Makes grants to events, teams, players and coaches in accordance with the budget
- Arranges such other international events as the ECF may authorise from time to time
- Responsible for engaging with HM Government to secure recognition of the game as well as funding to enable further development of the game in England
- Ensures, in co-operation with the Director of Junior Chess and Education and the Director of Women's Chess, that the continuing development of our leading juniors is fostered as they emerge into adulthood
- Makes recommendations in conjunction with appropriate Directors regarding nominations for FIDE appointments and titles (other than playing titles)
- Works with the FIDE Delegate to advise the ECF on all questions arising in relation to FIDE and the ECU
- Responsible for the development of the International business plan
- Responsible for the appointment of officers within the directorate

Director of Junior Chess and Education

- Management of the ECF's activities, and of development and chess education, for junior members (under 21)
- Management of the ECF Chess Academy
- Responsible for the selection policy for junior international teams
- Responsible for the ECF's online junior activities
- Liaison with the Chess Trust in relation to the Accelerator Programme
- Liaison with the Directors of Home, International and Women's Chess to coordinate the development of chess for junior members
- Responsible for the development of the Junior Chess and Education and the ECF Chess Academy business plans
- Responsible for the appointment of officers within the directorate

Director of Women's Chess

- Leadership of the development of Women's Chess in England
- Involvement in the development of Women's Chess in the Junior, Home and International activities

- acts as an ambassador and role model to encourage girls to stay in chess
- encourages more female adults to take up the game by liaising with appropriate organisations role models
- develops activities specifically designed to encourage more women to play chess
- promotes policies which will create a more welcoming environment for women at existing events
- Responsible for the development of the Women's Chess business plan
- Responsible for the appointment of officers within the directorate

Director of Events

- Responsible for management of the ECF's over the board events, including appointment of event managers, appointment of arbiters, application of fair play policies and procedures, identification and procurement of venues, event guidelines and entry forms, financial reporting for each event, approval of prize money and expenses etc
- Works closely with the Home, Women's and Junior directorates to ensure seamless and coordinated delivery of ECF events
- Works closely with the Home, Women's and Junior directorates to understand the requirements of their respective business plans, identify resource requirements and deliver events accordingly
- Responsible for ensuring that ECF events are delivered to a consistent and standard format at all times
- Responsible for the appointment of officers within the directorate

Non-Executive Chairmen and Directors

Non-Executive Directors are independent of the executive functions of the ECF. They bring their experience from other organisations, from chess playing and organisational skills. They use this experience to enhance the Board's decision-making processes, acting in all times in the interests of the ECF. They must act in an objective manner in their advice to the Board and not be seen as partisan.

Non-Executive Chairman of the Board

- Chairs meetings of the Board
- Responsible for the organisation, giving notice of and conduct of Board meetings
- Manages the agenda and documentation for Board meetings in conjunction with the Chief Executive and the Secretary to the Board
- Ensures he/she is au fait with the ECF Memorandum, Articles, Bye-laws and Regulations

- Responsible, together with the Chief Executive, for the efficient operation of the Board
- Responsible for the timely production of Board minutes together with the Chief Executive and the Secretary to the Board
- Liaises with the Chair of Council, the Chief Executive and the Secretary to the Board in setting the agenda for meetings of Council
- Develops and maintains the Board's standing orders which are agreed with the Board
- Performs an annual review of the work of the Board
- Director responsible for the Company Secretary and Secretary to the Board
- Responsible for the development and maintenance of safeguarding policy (which responsibility may be delegated to such other person as he /she may designate from time to time)
- Is the ECF's appointed representative to the Sports and Recreation Alliance
- Responsible, together with, where appropriate, the other Non-executive Directors, for resolving disputes between Directors

Non-Executive Directors

- Contribute to the decision-making processes of the Board, providing an independent view on ECF and related matters
- Advise on the Board's strategy
- Advise on issues of efficacy and transparency
- Advise on the views of other stakeholders, other member organisations and organisations of chess in England in the decision-making processes
- Bring experience of other organisations from outside the chess world to encompass wider thinking and ideas
- Responsible for the development and maintenance of GDPR/data privacy policy (which responsibility may be delegated to such other person as they may designate from time to time)

The Non-Executive Chairman of Council

- Chairs meetings of Council
- Ensures decisions and views of the membership are accurately and fully conveyed to the Board
- Responsible for the agenda of Council meetings in consultation with the Non-Executive Chairman of the Board and the Chief Executive and for the convening of Council meetings (in conjunction with the Secretary to the Board)
- Responsible for the timely production of Council minutes together with the Secretary to the Board
- Is au fait with the ECF Memorandum, Articles, Bye-laws and Regulations

- Responsible for the duties of the Voting Registration Officer and vote counting at Council meetings

FIDE Delegate

- In conjunction with the Director of International Chess, represents the interests of the ECF to FIDE and the ECU
- In all dealings with FIDE and ECU seeks, and where practicable acts in accordance with, instructions from the Board
- Communicates all relevant decisions of FIDE and the ECU to the Board
- Promotes the appointment of suitable English candidates to FIDE and ECU posts and committees
- Advises the Board on all FIDE and ECU matters
- Is invited to attend Board meetings

Company Secretary

- Reports to the Non-Executive Chairman of the Board
- Maintains the statutory registers and ensures that statutory forms are completed promptly
- Ensures that filings to Companies House are made on a timely basis including appointments and resignations of directors
- Understands and complies with relevant legislation relating to the duties of the Company Secretary

Schedule Election Rota

With the adoption of elections for three year periods for Directors and Chairmen and Members of Standing Committees, but with elections staggered in order to maintain a level of continuity on the Board and Standing Committees, the election rota set out below has been established.

Post	Election at AGM and every three years thereafter
President	2021
Non-Executive Chairman	2022
Chief Executive	2021
Finance Director	2023
Non-Executive Director 1*	2023
Non-Executive Director 2*	2022
Home Director	2023

Women's Director	2021
International Director	2022
Junior Director	2021
Membership Director	2023
Events Director	2022
Chairman of Governance	2021
Chairman of Finance	2022

Members of Standing Committees shall be elected or re-elected on rotation, as determined by the Standing Committee concerned. Subsequent terms shall be three years for all posts.

*Current Non-Executive Directors seeking re-election in 2016 assigned as post 1 or post 2 according to the period previously served.