



FAN-ELECTED CLUB DIRECTOR ROLE DESCRIPTION

Key tasks	<ul style="list-style-type: none"> • Represent the Supporters Trust membership at Football Club board level • Build and sustain a credible and beneficial relationship between the Football Club and supporter base • Ensure the views, interests and aspirations of both Supporters Trust members and the wider fan base are taken into account • Assist the Football Club to raise the profile of the Club within the community • Assist the Football Club to grow the supporter base • In conjunction with the Football Club board, ensure as much information as possible is shared with Supporters Trust members and the wider fan base • Discuss issues raised at the Football Club board level with the Trust board members and ensure that their views are heard in the boardroom
Key requirements	<ul style="list-style-type: none"> • Be a full member of the Supporters Trust • Meet the Owners' and Directors' Tests applicable to the competitions in which the Football Club's first team competes: details of the English Football League Owners' and Directors' Test are given in Appendix A to this document • Be approved by the Football Club board for membership of that board, the criteria for such approval being set out in Appendix B to this document

	<ul style="list-style-type: none"> • An understanding of the history and spirit of the Football Club • An understanding of the issues faced by supporters • Commitment to attend Football Club board meetings • Commitment to attend and report back to the Supporters Trust board meetings • Commitment regularly to meet with and consult the wider fan base • Commitment to support all motions and initiatives undertaken by the Supporters Trust board • Commitment to the values, principles and objects of the Supporters Trust • Recognise and honour commitment to boardroom confidentiality when appropriate • Attendance at a reasonable number of matches both home and away • Read all board papers carefully and seek clarification of anything you don't understand • Receive basic information about the Football Club's financial position at every meeting • Work with the Supporters Trust board to achieve a strategic planning cycle so that the Fan-Elected Club Director and the Supporters Trust board both discuss what work needs to be undertaken, who will be responsible for the work, the work completion deadlines and agree the review and reporting process • Absolute duty to act in the interests of the Football Club, even though acting as a representative of the Supporters Trust • Comply with any Code of Conduct agreed from time to time between the Supporters Trust and the Football Club
Example discussion topics	<ul style="list-style-type: none"> • Operational performance and strategy • Decision making process • Supporter consultation • Heritage items • Joint supporter/club projects • Developing and growing the supporter base • Ticket pricing and allocation • Community identity
Reporting and confidentiality	<ul style="list-style-type: none"> • Information about the affairs of the Football Club received as a director belongs to the Football Club: it will be a breach of fiduciary duties to pass it on to anyone outside the Football Club without consent • Agreement must be reached with the Football Club and with the Supporters Trust about what, when and how information will generally be passed on • Fan-Elected Club Directors must absent themselves from any Football Club board discussion of issues, disclosure of which is not permitted by the Football Club when such disclosure is insisted upon by the Supporters Trust
Qualities and skills required	<ul style="list-style-type: none"> • Level of competence required of anyone who takes on the role of a director of a Football Club • Ability to communicate with supporters to ensure their opinions are known and heard • Ability to share supporter's views and aspirations with the Football Club Directors • Integrity and honesty • Confidentiality • Confidence

	<ul style="list-style-type: none"> • Be articulate • Strategic thinker • Media skills • An awareness of business management relating to the Football Club i.e. marketing, PR, finances etc. • Knowledge of (or the ability to ascertain) the things which would be known (or ascertained) by a reasonably diligent person, with the ability to reach the conclusions or to take the steps which would be reached or taken by a reasonably diligent person who has both:- <ul style="list-style-type: none"> ○ the general knowledge, skill and experience that may reasonably be expected of a person carrying out the functions carried out by a director in relation to the Football Club; and ○ the general knowledge, skill and experience of a Football Club director.
Responsible to	<p>In accordance with the Trust's policies for:-</p> <ul style="list-style-type: none"> ○ Board Membership & Conduct ○ Data Protection ○ Discipline ○ Equality & Diversity ○ Media Use <p>the role holder is responsible to:-</p> <ul style="list-style-type: none"> ○ The Supporters Trust board ○ The Supporters Trust's Chair ○ The Supporters Trust membership ○ The Football Club board
Financial implications	<p>Directors have fiduciary duties:-</p> <ul style="list-style-type: none"> • they must act in the interests of the Football Club when dealing with its assets, rather than in the interests of anyone else, including themselves; • all actions must be directed towards enabling the Football Club to do what it is set up to do under its constitution; • opportunities or money must not be diverted to themselves.
Time commitment	<ul style="list-style-type: none"> • Need for flexibility on timing and availability • The workload for this post and that of Supporters Trust board member will require a significant time commitment
Nomination process	As specified in the Rules and Election & Voting Policy of the Supporters Trust
Term of office	Two years or such other term as may be decided from time to time by the Supporters Trust in conjunction with the Football Club board.

APPENDIX A

The English Football League (EFL) Owners' and Directors' Test (OADT) was first introduced in 2005 and has developed over time. Prospective directors have to complete a self-declaration (which must be countersigned by the Football Club) that they are not subject to any "disqualifying events". The EFL then undertakes various background checks, to verify the accuracy of the self-declaration. Nobody

with a “disqualifying event” against them is allowed to be involved in or influence the management or administration of football clubs.

Full details of the EFL OADT “disqualifying events” are published in the EFL Handbook, which can be downloaded at <https://www.efl.com/governance/regulations/#heading-efl-regulations>. The relevant provisions in the 2024/25 Handbook are regulation 22 of Section Six [on page 278] and Appendix 3 to that Section [on pages 414 to 427].

APPENDIX B

The EFL OADT is merely an objective eligibility test. It is not a suitability test. The Football Club board therefore also needs to check the suitability of a candidate elected by the Supporters Trust to represent the Trust on the Football Club board, even the EFL OADT requirements are met. Consent will be given to the appointment of such a candidate, provided that s/he:-

- a) is not disqualified from being a company director in accordance with the law of England and Wales; and
- b) demonstrates to the reasonable satisfaction of the Football Club board that s/he can meet the demands of the role, including the Football Club board’s reasonable expectations about time availability, commitment, social media experience, representation ability, decorum and knowledge of boardroom protocol, etc.

Any decision not to consent to the appointment of a candidate may (within 21 days of receipt of notification of the decision) be submitted exclusively by way of an appeal to the Independent Regulator for English Football or, if no such entity exists that is permitted to determine such an appeal, to Sport Resolutions in London, which will resolve the dispute definitively by way of arbitration.