

Applications are invited for the post of Chief Executive Officer

JOB DESCRIPTION

- Advises the WCGBA Executive Governance Board (“EGB”).
- Reports to the EGB at Board meetings held throughout the year; ensuring Officers and EGB members have sufficient and up to date information.
- To ensure that agreed actions emanating from Board meetings be discharged.
- To support and administer policy and rule changes initiated and voted on by EGB Members.
- To work closely with the various Committees to support and direct operational matters within the Association.
- To ensure the Association is represented with other organisations such as *Sport Wales*, *BCGBA* and *Bowls Wales*.
- To act as a point of contact for EGB Members, Officers and Association members (this includes clubs, leagues and areas).
- Ensures the infrastructure (Officers, Committees & volunteers), are in place for the smooth running of the Association.
- In cooperation with the Finance Officer, oversees the financial resources of the Association.
- To manage (or delegate responsibility for) an inventory of the equipment (PA systems, score boards, jacks etc.), know its location and who will be overseeing its transportation and use for any given event.
- Assists in the selection and evaluation of EGB Members and to carry out formal appraisals of all Chairs of Committees and Officers of the Association.

Skills and experience

- Management or proven organisational skills are essential.
- Experience of managing people and a sound grasp of finance is desirable.
- The ability to lead, manage and motivate others, together with strong interpersonal and communication skills is essential,
- Experience of sport administration is desirable.
- Travel is a feature of this role, a current driving licence is essential.

Applicants are invited to send their Curriculum Vitae, to arrive **no later than 11th January 2019 to:**

David T. Evans (Chair of the Executive Governance Board)

Murmur-y-Don, 10 Cae Mair, Beaumaris, Ynys Mon, LL58 8YN

Tel: 01248 810792 or email: dtevens182@googlemail.com

Applicants may also contact **D.T.Evans** if they wish to discuss the position in further detail.

The Chief Executive Officer will be appointed on a three-year term basis by the EGB following an agreed open appointment process. This is a volunteer position but an honorarium is paid annually, plus expenses.