



**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;
- To recommend to the EGB the strategic direction to be considered by formal reports;
- To recommend and formulate policy to the EGB;
- To recommend and formulate rules of the Association;
- To report on co-ordination within the Association;
- To work closely with the various Committees to support and direct operational matters within the Association;
- To represent the Association with other organisations such as Sport Wales, BCGBA, Welsh Bowls Federation etc.;
- To ensure that agreed actions emanating from Board meetings be discharged and to report on progress to Board Meetings;
- To carry out formal appraisals of all Chairs of Committees and Officers of the Association;
- Ensures Officers and Board Members have sufficient and up-to-date information;
- Looks to the future for change opportunities;
- Interfaces between Board Members and Officers;
- Interfaces between the Association and its members;
- Decides or guides courses of action in operations with Officers;
- Implements plans;
- Manages the Officers of the Association;
- In co-operation with the Finance Officer, manages the financial resources of the Association and sustains financial stability;
- Manages the physical resources;
- Assists in the selection and evaluation of EGB Members;
- Ensures infrastructure (Officers, volunteers, Committees) are in place;
- Ensures all legislative requirements are met that apply to the operation of the WCGBA;
- In accordance with the WCGBA Constitution shall deal with day to day matters on behalf of the Executive Governance Board as required between meetings with the Chairman, Vice-Chairman and Financial Officer.

Skills and experience

- Professional background in a management or business discipline together with proven experience of managing people, finance and strategic plans;
- The ability to lead, manage and motivate Officers and volunteers, together with excellent organisational, planning and communications skills;
- Ability to work under pressure, frequently re-establishing priorities for self and other;
- A working knowledge of IT hardware / software is desirable;
- An awareness of contemporary issues of sport in Wales and the UK will be required;
- Experience of sport administration and management is desirable;
- The ability to tolerate flexible working hours including attendance at weekend events is essential;
- Travel within Wales and the rest of the UK is a feature of this role, a clean driving licence is essential.

Applicants are invited to send their Curriculum Vitae, to arrive **no later than Saturday, 17th March, 2018 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.