

## Welsh Judo Association Role Description

<b>Role title:</b>	Board Director (INED, Elite & Performance Sport)
<b>Responsible to:</b>	Chair of the Welsh Judo Association
<b>Location:</b>	Flexible location with occasional travel to Board meetings and events
<b>Remuneration:</b>	All Board Directors are non-executive roles and therefore voluntary and unpaid; reasonable expenses reimbursed at cost in accordance with the expense policy.
<b>Tenure:</b>	Appointed Directors are normally appointed for 2 years and eligible for re-appointment up to a maximum of 8 years in total.
<b>Commitment:</b>	<p><b>Board meetings</b> – dates are set in advance and held 5 times per year, with options to attend in person (usually Cardiff) or online.</p> <p><b>AGM</b> – this is an annual event, usually in November and the date is set in advance. Board Directors are expected to attend the AGM.</p> <p><b>WJA official activities</b> – Board Directors may be asked to attend official events such as presentations, competitions, and other relevant meetings. This is accepted to be on an ‘as available’ basis and is therefore not specified as a specific number of events/days.</p> <p><b>WJA Commissions and Committees</b> - Board Directors may have an involvement in these and could be responsible for developing and coordinating specific areas of the association’s business. It is not however, mandated that a Director should Chair these.</p>

### Background information

The Welsh Judo Association (WJA) is a Private Company, Limited by guarantee and its purpose is to act as the National Governing Body for the sport of judo in Wales. In doing so, it seeks to:

1. Promote Judo throughout Wales.
2. Provide to the Members, services, advice and assistance in connection with Judo.
3. Provide and promote Judo related education, training and other services to Members, organisations, and the public in Wales.
4. Do all other things that are incidental or conducive to the attainment of the above objectives.

The business of the company is managed by the Directors consisting of five Directors Elected by the Members and seven Appointed by the Directors. Currently, the WJA Board has a Board Director (INED, Elite & Performance Sport) vacancy that it is seeking to fill and welcomes applications from any person who is eligible to undertake the role of a Company Director.

WJA Board Directors are appointed against a set of technical skills, knowledge, and experience as well as competencies (behaviours).

## Role of the Board

The role of the WJA Board's is to:

- Provide leadership and expertise in corporate governance to the WJA to ensure that it meets all regulatory and legal standards.
- Determine the WJA's vision, mission and strategic aims ensuring that the necessary sustainable financial and human resources are in place for it to meet its objectives.
- Exercise appropriate and effective control of the organisation satisfying themselves on the integrity of financial information and ensuring that financial controls and systems of risk management are robust.
- Support and evaluate the CEO in their leadership of the business.
- Monitor and challenge the performance of the association in meeting agreed goals and objectives.
- Positively promote the strategic interests of the WJA internally and externally
- Uphold the highest ethical standards of integrity and probity and set the WJA's values and standards.
- Support the operational delivery of the WJA's strategy through their involvement and leadership on Commissions.

## Responsibilities of Directors:

- Perform the role of Director as defined by the Companies Act (2006).
- Attend and actively participate in Board meetings and the Annual General Meeting.
- Challenge and contribute to Board decision making and approvals on key matters.
- Guide and contribute to development of the association's strategy.
- Bring valuable and relevant external experience and thinking to the Board.
- Act as an ambassador for Welsh Judo in promoting the sport across Wales.
- Listen sensitively to the views of others, inside and outside the Board.
- Act impartially and in accordance with Welsh Judo's values to gain trust and respect of other Board Directors and members.

## Person specification

On the next page are the technical skills, knowledge, and experience that we require of our Board members as well as the competencies (the behaviours) that have been identified as critical to the success of the Board. We do not expect potential Board members to have all the technical, skills or experience listed; however, we will want Board members, collectively, to have all of them.

Appointed Directors are typically sought for a particular area of expertise and during this process we are keen to attract the following skillset to supplement the current Board:

- **Elite & Performance Sport**

We will provide learning and development opportunities for the Board as a group to ensure they are supported in their role. The WJA is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of age, disability, gender reassignment, marriage and civil partnership, sexual orientation, pregnancy and maternity, race, religion, belief, and gender.

## Technical skills, knowledge and experiences

- **Ambassadorial responsibility** - experience of undertaking an ambassadorial role on behalf of an organisation and at the same time pursuing opportunities to further develop the organisation.
- **Board experience** - experience in serving on public sector, private sector or not-for-profit boards. Or other leadership Boards responsible for the performance of a business unit, function, or division.
- **Company governance** - experience with developing, implementing and directing good corporate governance policies and practices.
- **Strategic planning** - experience of evaluating a business environment and developing effective plans to achieve agreed goals and objectives.
- **Transformation and change** - experience of developing transformation roadmaps and overseeing their execution through well considered change and engagement plans.
- **Stakeholder management** - experience of identifying, developing, and nurturing strategic relationships through effective communication.
- **Financial management** - knowledge and experience of financial planning, budget and cost management, the proper application of internal controls and the auditing requirements for a not-for-profit Board.
- **Commercial & legal** - experience of managing commercial and legal frameworks and transactions in business environments.
- **Risk management** - establishing effective risk management frameworks and practices and overseeing their use to identify and manage both risks and opportunities.
- **HR & people management** - knowledge and experience of human resource/personnel considerations and issues for executive recruitment, compensation structures, and performance reviews.
- **Equality, diversity, and inclusion** - knowledge and experience of contributing to the development of a culture that promotes equality and values diversity.
- **Elite & performance sport** - knowledge and experience of talent ID & talent development, performance policy, IDP's and performance monitoring.
- **Client care and member relations** - experience in member and customer relations management and effective communications with them.
- **Marketing and business development** - experience of developing and executing marketing plans and business development practices to achieve desired business results.
- **Medical (inc. sports science)** - experience in sports medicine, clinical governance and be able to produce medical policies based on current best evidence.

## Competencies – the behaviours

- **Leadership** - proactively drives improved business practice and performance by modelling best practice and influencing.
- **Strategic decision making** - obtains information and identifies key issues and relationships relevant to achieving the vision; proposes a course of action after developing and considering alternatives based on logical assumptions, facts, available resources, constraints, and organisational values.
- **Communication** - clearly, concisely, and purposefully conveys information and ideas through a variety of media to build effective relationships and gain support and commitment for ideas and decisions.

- **Customer focus** - makes customers (internal and external) and their needs a primary focus of one's actions, developing and sustaining productive customer relationships.
- **Personal development** - plans and provides support that enables themselves and others to develop and improve so they can fulfil current or future roles more effectively.
- **Team-working** - works cooperatively and collaboratively with others (both on and off the Board and including key partners) to achieve WJA goals.
- **Valuing diversity** - appreciates and leverages the capabilities, insights, and ideas of all individuals, working effectively with individuals of diverse style, ability, and motivation.

### **Appointed Director application process**

The process for appointing Directors is as follows:

- Applicants complete all required documents including:
  - Appointed Director Application Form
  - Equal Opportunities Monitoring Form
- Return these to the Chair along with a current CV and names of two references. These must be received by **Friday 20<sup>th</sup> December 2024.**
- Shortlisted Directors shall be invited to attend a virtual interview that will be held at appropriate and accessible times **(w/c 6<sup>th</sup> or 13<sup>th</sup> January 2025).**
- Prior to interview the Company House records for each potential Director shall be checked and references taken up.
- The Interview Panel will make recommendations to the Board on Appointed Directors.
- Appointed Director will be notified of the outcome of the selection process.
- New Directors will be inducted to the Board by the Chair and CEO.

Please contact the Chair if you wish to discuss the application process in more detail or if you require any additional information.

**Chris Emsley**

**Chair**

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