



## ROLE INFORMATION PACK

### Chair of the Board

**Voluntary: “out of pocket” Expenses will be paid. With monthly meetings**

**Start Date: November after AGM however to begin the induction process from late September alongside the current chair.**

#### Role Description

##### Purpose of the Role

We are looking for a new Chair of The Board who has the vision, passion and expertise to provide collaborative leadership to the Board and support our Executive.

The Chair, together with the board, will work to ensure effective governance and provide guidance and support to the Executive with the delivery of our new strategy.

The Chair will lead and run the board, ensuring the highest standards of probity and governance apply and that Welsh Rowing business is conducted in accordance with its purpose as set out in its constitution and policies and with all legal and regulatory requirements.

##### Responsibilities:

- Lead and manage the Board and ensure that it retains the balance of skills and receives all the necessary information to enable it to operate effectively
- Represent and champion Welsh Rowing by being its advocate and ambassador for the sport.
- Be the guardian of the reputation of Welsh Rowing and seek to ensure that it is regarded as a supportive, respected, and trusted body
- Ensure that the Board maintains the skills and expertise to deliver the organisation’s objectives alongside the standards as set out in the Code for Sports Governance by Sport Wales
- Work closely with the CEO and support them in achieving the aims of the organisation, and act as the channel of communication between the Board and CEO
- Other tasks include authorising action to be taken between meetings of the full board, signing legal documents and or funding agreements and being a signatory with our bank
- Planning the annual cycle of board meetings with the CEO
- Setting agendas for Board meetings
- Leading the process of appraising the performance of the CEO
- Sitting on appointment and disciplinary panels
- Monitoring that decisions taken at meetings are implemented
- Providing support as appropriate



- **Person Specification:**

In addition to the qualities needed by all NEDs, the Chair should also possess the following:

- leadership
- experience of chairing and or CEO of an organisation (not for profit/charitable or commercial entity)
- experience of committee work, tact and diplomacy
- good 'people' skills
- impartiality, fairness and the ability to respect confidences
- knowledge of the type of work undertaken by the organisation and a wider involvement with the voluntary sector and other networks.
- knowledge of the workings of an NGB and Sport Wales
- a passion for Welsh Sport
- Welsh skills preferred but not essential

### **Hours**

There is an expectation that the successful candidate will commence in late September as part of an induction period. One day per week although this may be subject to change during busier periods within the year.

### **Location**

The Welsh Rowing Office and the majority of board meetings are based in Cardiff, however there is the opportunity to work remotely.



### **How to apply**

To apply, please see [here](#) for an application form.

Applications should be returned to [Dan.Fella@welshrowing.com](mailto:Dan.Fella@welshrowing.com) by noon on Friday 1<sup>st</sup> September 2023.

Interviews will be held Thursday 14<sup>th</sup> September 2023.

For an informal discussion on the role please contact Dan Fella, Chief Executive Officer, on 07792 071342 or email at [dan.fella@welshrowing.com](mailto:dan.fella@welshrowing.com)