

Vice-Chair – Volleyball Wales

Duration:	Three (3) years
Remuneration:	The role of Vice-Chair is not accompanied by any financial remuneration, although expenses for travel may be claimed.
Location:	Home Office, should be able to travel to Wales for face to face meetings
Time commitment:	Five (5) Board meetings per year. The Vice-Chair might be expected to represent Wales at British Volleyball, CEV and FIVB conferences where applicable instead of the Chair.

Closing date for applications is 11 September 2020

Submissions by post are acceptable and should be sent to:
Info.volleyballwales@gmail.com

Role Description

Principal responsibilities

The role of the vice-chair is to assist the chair in the below:

- Assist in setting the Board's agenda;
- Assist in ensuring that the board members receive accurate, timely and clear information;
- Assist in ensuring that Board decisions are executed;
- Assist in promoting a culture of openness and debate amongst the Board by facilitating the effective contribution of all directors and ensuring constructive relations between executives and directors;
- Manage conflicts of interest;
- Assist on governance matters; and
- set an example in the values and behaviour they adopt, acting at all times in line with the mandatory director's code that has been agreed by the Board.

Strategic leadership

- Provide leadership to Volleyball Wales and its Board.
- Ensure that the Board is able to regularly review major risks and associated opportunities, and satisfy itself that systems are in place to take advantage of opportunities, and manage and mitigate the risks
- Ensure that the Board fulfils its duties to ensure sound financial health of Volleyball Wales and, with systems in place to ensure financial accountability

Governance

- Ensure that the governance arrangements are in accord with the Sport Wales Code of Governance.
- Develop the knowledge and capability of the Board.
- Encourage positive change where appropriate address and resolve any conflicts within the Board.
- Ensure that the Board is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead the Association effectively, and which also reflects the wider population.
- Work within any agreed policies adopted by Volleyball Wales.

External Relations

- Act as an ambassador for Volleyball Wales
- Maintain close relationships with key stakeholders
- Act as a spokesperson for the organisation when appropriate
- Represent Volleyball Wales at external functions, meetings and events
- Facilitate change and address any potential conflict with external stakeholders

Efficiency and effectiveness

- Chair meetings of the Board effectively and efficiently, bringing impartiality and objectivity to the decision making process
- Ensure that Board are fully engaged and that decisions are taken in the best, long-term interests of Volleyball Wales and that the Board takes collective ownership
- Foster, maintain and ensure that constructive relationships exist with and between the Board
- Monitor that decisions taken at meetings are implemented.

Additional information

The Vice-Chair acts for the Chair when the Chair is not available and undertakes assignments at the request of the Chair. The Vice Chair is elected by the volleyball community.

The above list is indicative only and not exhaustive. The Vice-Chair will be expected to perform all such additional duties as are reasonably commensurate with the role.

The ideal candidates should have:

- Strong Chairing experience on Boards or Partnerships
- Knowledge of legislation and requirements relating to governance
- Strategic perspective, vision and ability to work positively within a team
- An established reputation as a leader and strategic thinker in either commercial, voluntary or public sector contexts
- Strong intellect and analytical ability: and able to focus on the relevant issues
- Excellent communication skills and experience of public speaking
- An understanding of the current sporting landscape in Wales
- A willingness to involve themselves with the sport to gain a greater understanding of the needs and future direction required to build on and develop further interest in the sport