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**Cricket Wales**

**Independent Director**

**Recruitment Information Pack**

Cricket Wales is seeking to appoint an Independent Director to serve on its Board. We welcome applications from any person who is eligible to undertake the role of a Company Director but does not currently hold an administrative role within Welsh cricket. (Should you hold an administrative role within Welsh cricket and you wish to learn more about applying to become a Recreational Game Director please visit [www.cricketwales.org.uk](http://www.cricketwales.org.uk) and download an appropriate application form and information pack)

**Eligibility to be a Company Director**

Subject to any provision in the company's articles, any person can be a Director unless they have been disqualified from so acting under the Company Directors Disqualification Act 1986 or by being an undischarged bankrupt.

Note also that a Director or shadow Director of a company which has gone into insolvent liquidation is prohibited for five years from being a director or shadow director, or being involved in the formation or running of a company which has the same, or a very similar, name to the liquidated company. (Insolvency Act 1986, sec 216).

Finally all applicants must be 16 years of age or over.

**CRICKET WALES Board**

The Cricket Wales Board consists of thirteen (maximum) Directors comprising:

* 5 Recreational Game Directors from within recreational cricket in Wales.
* A Finance Director from within recreational cricket in Wales.
* 2 Directors nominated by Glamorgan Cricket.
* 3 Directors independent of the administration of Welsh cricket.
* A Chair either elected by the Board from within the above or appointed in addition to the above.
* The Chief Executive Officer.

Recreational Game Directors are appointed for a term of three years and can serve for a maximum of six consecutive years. Independent Directors are appointed for three year terms and can serve for up to six consecutive years. The Chair is elected annually by the Board from within its number or alternatively appointed for up to three years. The CEO’s term is not time-bound.

Cricket Wales Board Directors are appointed against a set of technical skills, knowledge and experience, as well as competencies and behaviours. These are shown later in this document.

**Role of the Board of Directors of Cricket Wales**

The Cricket Wales Board’s role is to:

1. Provide leadership and expertise to the company in specific areas within the framework of prudent and effective controls, that enable risk to be assessed and managed
2. Set and review Cricket Wales’ vision, mission and strategic aims, and ensure that the necessary financial and human resources are in place for the company to meet its objectives and review its performance
3. Set Cricket Wales’ values and standards and ensure that its obligations to its members, associate members and others are understood and met.

**Key elements of a Director’s role**

The following four headline elements summarise the Directors role in generic terms:

1. **Strategy –** Directors should constructively challenge and help develop proposals on vision, mission and strategy
2. **Performance –** Directors should scrutinise the performance of the CEO, in meeting agreed goals and objectives, and monitor the reporting of performance
3. **Risk –** Directors should satisfy themselves on the integrity of financial information and that financial controls and systems of risk management are robust
4. **Reputation –** Directors should constantly seek to establish and maintain confidence in the conduct of the company as well as build recognition of their individual and collective contribution, in order to maintain trust amongst fellow Directors and the membership.

**All Cricket Wales Directors are expected to:**

* Uphold the highest ethical standards of integrity and probity.
* Bring valuable experience to the Board
* Support, where and when necessary, the CEO in their leadership of the business while monitoring their conduct and performance
* Question intelligently, debate constructively, challenge rigorously and decide dispassionately
* Listen sensitively to the views of others, inside and outside the Board.
* Gain the trust and respect of other Board Directors and the membership
* Promote the highest standards of corporate governance for Cricket Wales and seek compliance at every opportunity
* Promote the strategic interests of Cricket Wales internally and externally
* Avoid situations where the interests of Cricket Wales conflict with personal interests or duty to a third party.

**Time commitment / remuneration**

* **Board meetings** - are held approximately every 10 weeks, usually at The SSE SWALEC.
* **AGM** – this is usually in September in Mid Wales and the date is set in advance. Board Directors are expected to attend this event
* **Cricket Wales official activities** – Board Directors are asked to attend official events such as presentations, competition finals and other relevant meetings. This is accepted to be on an ‘as available’ basis and is therefore not specified as a number of events/days
* **Expenses** – mileage is paid at a set rate of 40p per mile. Other reasonable expenses are reimbursed such as rail travel, hotel costs, bridge tolls etc
* **Remuneration** – all Board Directors, other than the CEO, are non-executive roles and therefore voluntary and unpaid.

**Cricket Wales high performance culture**

Cricket Wales aims to develop a culture where high performance is the norm and people are supported to be the best they can be. As well as technical skills, knowledge and experience, the competencies and behaviours that will support this aim have been developed which we want all people in Cricket Wales to demonstrate.

Below are the technical skills, knowledge and experience that we require of our Board Directors as well as the competencies and behaviours that have been identified by Cricket Wales.

We do not expect applicants to have all of the technical, skills or experience listed below. However we want our Board Directors as a group, to have all of them. Through Independent Directors we have the opportunity to appoint Directors from a particular background or with specific expertise that may not be readily available within cricket administration. In addition we will provide learning and development opportunities for the Board as a group to ensure they are supported in their role.

**Technical skills, knowledge and experiences**

* **Board of Directors experience** –experience in serving on public sector, private sector or not-for-profit boards. Experience with good governance policies
* **An appreciation of cricket and its values**
* **Change management** – Experience of leading and managing change within an organisation
* **Strategic planning and focus** –experience of planning, implementation and evaluation of a strategic plan
* **Strategic relationships** –experience in strategic relationships and effective communications, knowledge and experience of the wider sporting landscape and external influencers, partners and stakeholders
* **Member relations** –experience in member and customer relationship management and effective communications
* **Commercial Focus** – experience of social enterprise, income generation including sponsorship, and developing profitable business models
* **Human resource/Executive performance review** –knowledge and experience of human resource considerations including executive recruitment, performance review and compensation structures
* **Financial knowledge** –knowledge and experience of financial planning/ management, the proper application of internal controls and the audit requirements for a not-for-profit Board
* **Risk assessment** –experience in the process of identifying principal corporate risks and ensuring that management has implemented the appropriate systems to manage risk
* **Diversity and inclusion** – knowledge and experience of contributing to the development of a culture that promotes equality and values diversity
* **Delegated responsibility** –knowledge and experience of developing and implementing processes to delegate and manage operational responsibilities
* **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

**Competencies**

* **Team-working** –works collaboratively with others and ensures participation across the business, as well as with key partners, to support the achievement of Cricket Wales objectives
* **Communicating** –communicates with others in a clear, concise and purposeful way to build effective relationships and gain support and commitment for ideas
* **Customer service excellence** –demonstrates a passion for customer service excellence to internal and external customers that benefit both the customer and Cricket Wales
* **Decision making and problem solving** –uses analysis, wisdom, experience and logical methods to solve problems and arrive at effective solutions
* **Delivery** –completes work to high standards and continually looks for ways of improving performance
* **Developing self and others** –provides support that enables themselves and others to develop and improve for the benefit of Cricket Wales
* **Leadership** –proactively influences improved business practice and organisational change through implementing best practice
* **Strategic management** –provides clarity, direction and inspiration through a compelling vision of the future and what can be achieved.

**Independent Director application process – *please also see appendix 1 overview***

* Visit [www.cricketwales.org.uk](http://www.cricketwales.org.uk) and download an application pack which will include some supporting documents and an application form.
* Complete the Application Form and Equal Opportunities Monitoring Form in full and return to [info@cricketwales.org.uk](mailto:info@cricketwales.org.uk) marked Private and Confidential.
* The Cricket Wales Finance and Administration Officer will review all forms and check all information required has been received. After a short-list has been decided by the Cricket Wales Nominations Panel, applicants will be informed if they are being invited to the next stage of the recruitment process and if so will be asked to attend a competency based interview conducted by the Cricket Wales Nominations Panel.
* An induction process will be put in place for all new Independent and Recreational Game Directors.

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

**Peter Hybart**

**Chief Executive Officer**

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**Appendix 1 – overview of recruitment process**

Independent Board Director Recruitment

Open Advert through variety of Mechanisms

Application Packs available to interested parties

Applicant makes decision to apply

Application Form and Equality Monitoring Form submitted

Decision and feedback provided to those unsuccessful

NP makes rec. to Board

and AGM

Skills and competency based interviews takes place

References taken for those on short-list

Short-list against set criteria decided by Nominations Panel (NP)

Decision and feedback provided to those not on short-list

Board Director induction commences

Offer accepted and Companies House informed

Offer of appointment made