

NEW NOMINATED DIRECTOR – Stakeholder Engagement Director



BowlsWales is the coordinating body for Bowls in Wales, the Company delivers our vision that Bowls is a 'lifetime sport for all'

NOTE:

In anticipation of the Members agreement to the new Articles, Members are asked to nominate for the one new position of 'Director nominated by a Member'. Nominations for this position can only be made by a Member holding voting rights. Nominations must be submitted (together with the nominee's written consent) on the Company's approved form. The approved form and associated information will be made available on the Company website or if necessary by request from the General Manager. Please ensure any nominations are received by the Company by **Monday 23rd November 5pm, 50 days before the AGM.**

*[If the Special Resolution **fails** – the process for nomination and election relating to the new 'Director nominated by a Member' shall be negated and a vote for the position will not take place.]*

BowlsWales is a Company Limited by Guarantee with Directors that form a skilled based, diverse Board.

Our mission is to ensure that bowls is an inclusive sport that enables everyone to start, stay and succeed at all levels of the sporting pathway as well as for their health and wellbeing.

DIRECTOR ROLE DESCRIPTION

Remuneration: The position is voluntary, all reasonable travel expenses will be paid

Time Commitment: Approximately 2-3 days per month but sometimes more depending on the time of year. There are usually 11 board meetings per year and Directors may be asked to represent the organisation at other relevant meetings and events.

Location: Flexible, although the majority of meetings are held in Cardiff, by video conference or by Zoom in the current pandemic situation. The BowlsWales office is located at the Sport Wales National Centre Sophia Gardens Cardiff.

Employees: A General Manager is based at the Cardiff office.

Role Summary

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- Setting the organisation's vision, mission, values and strategic direction
- Actively contributing to the role of the Board in giving firm strategic direction and leadership to the organisation, setting overall policy, defining goals and targets and evaluating performance against the agreed targets
- To safeguard the good name and values of BowlsWales, ensuring effective and efficient administration and financial stability
- Ensuring that internal controls are effective
- Ensuring effective communications both to and from Members
- Creating and maintaining positive and productive relationships with all stakeholders
- Ensure good practice in respect of governance and leadership is maintained

Responsibilities

- Ensuring BowlsWales pursues its core purpose as set out in the Articles as well as meeting its obligations under company law and other relevant legislation and regulations
- Ensuring the Company applies its resources exclusively in pursuance of its objectives, exercising appropriate and effective control of the organisation, satisfying themselves on the integrity of financial information and ensuring that financial controls and systems of risk appetite, strategy and management are robust and defensible
- Contributing to the formulation of BowlsWales strategic plans, putting in place regular reviews of the long-term strategic goals
- To develop organisational policies, define goals, set targets and evaluate performance against these
- Ensuring the organisational structure and capability is appropriate for implementing the strategy
- Creating a strong working relationships with other Directors and the General Manager
- To participate in a review and evaluation of board and director performance
- To assume guardianship of the legal and financial integrity of the Company as required under the Companies Act (2006)
- Providing constructive support to the General Manager, guiding the work in the context of the implementation of strategy and policies
- Maintaining careful oversight of any risk to reputation and/or financial standing of the organisation.
- In addition to statutory duties, each Director should use their specific skills, knowledge or experience they have to help the Board reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance or any other role related to special expertise.

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PERSON SPECIFICATION

Previous experience in a Board position is desirable but not essential. Candidates who have not previously served in a Director role should still be able to demonstrate the skills and competencies necessary to contribute to the Board. A full induction process will be undertaken by the successful candidate.

All BowlsWales Directors are expected to:

- Bring valuable and relevant external experience to the Board
- Question intelligently, debate constructively, challenge rigorously and decide dispassionately
- Listen sensitively to the views of others, inside and outside the Board
- Gain trust and respect of other Board Directors
- Must not put themselves in a position where the interests of BowlsWales conflict with personal interests or duty to a third party

Specific Portfolio requirements:

BowlsWales regularly identifies specific skills and experience needed to further develop the Board skills base, currently an individual with Stakeholder Engagement experience is sought to drive forward this area of the Board's work.

The main responsibilities of the role will be to:

- Lead as board point of contact with the main stakeholder relationships including Sport Wales, National Governing Bodies (NGB) and other relevant sports and associations including WSA and CGF. Attend meeting of NGB's when invited and meetings of other relevant bodies to provide updates and information.
- Liaise with all NGB's regarding attendance at meetings and ensure appropriate communication channels are established between the Bowls Wales Board and NGB's.
- Liaise with groups and sub committees of BowlsWales.
- Develop a stakeholder engagement plan that links to BowlsWales overall business plan objectives that identifies the specific requirements of each stakeholder group
- Establish relationships with key stakeholders that meets each parties needs and agreed outcomes.
- Maintain stakeholder relationships once established through regular communication activities as identified with each stakeholder.
- Update the board on stakeholder activities and progress on governance development and other key indices of member associations.
- Build capacity and knowledge of each key stakeholder to ensure effective communication outcomes by clearly defining lines of communication.
- Engage stakeholders at the most direct level and ensure that level is appropriate for the purpose. Strengthen engagement capabilities and identify the gaps and weaknesses.
- Identify and where possible, understand stakeholder issues, interests, aspirations and concerns to better define what matters most.
- Effectively manage the expectations of stakeholders by being clear about what is negotiable and what is non-negotiable.

Additional information

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BowlsWales recognises and embraces the benefits of having a diverse Board and sees increasing diversity at Board level as key to the development of our organisation.

We believe that a truly diverse Board will include and make good use of differences in the skills, geographical and business experiences, background, race, gender and other distinctions between Directors and, in doing so, look to ensure the Board composition adequately reflects the community served by BowlsWales and the diversity of society.

All Board appointments will be made on merit, in the context of the skills, experience and knowledge which the Board requires to be effective.

Members are asked to consider persons with a bowls background and knowledge of the governance and administrative structures within bowls in Wales but this is not essential.

Please submit the completed nomination form along with the nominee's written consent to the General Manager, Sophie Hancocks on Sophie.hancocks@bowlswales.com

The deadline for applications of the nominations is Monday 23rd November at 5pm and interviews in line with the current Recruitment Process will take place between Monday 7th & Friday 11th December.

If you would like to discuss the role, please contact Ken Burton (Chair) kennyburtonbw@gmail.com