



ROLE DESCRIPTION BADMINTON WALES TECHNICAL OFFICIALS DIRECTOR

This document details a general role description and person specification for a Badminton Wales Board Director followed by the specifics of the Technical Officials Director role.

GENERAL ROLE CRITERIA FOR BADMINTON WALES BOARD DIRECTOR

Background

The roles and responsibilities of the Badminton Wales Board are shared and all members are equal from a legal perspective. The office bearers usually have additional specific duties and portfolios that they undertake on behalf of the Board that have been delegated by the Board. In addition, the Chair and Finance Director may have duties imposed by the Articles as well as the Board's own policies.

The general duties typically include: -

- Defining the organisation's aims, direction and priorities.
- Ensuring that Badminton Wales aims, direction and priorities are clearly articulated and that there is wide understanding and support for them.
- Agreeing the strategy, plans, policies and the funding required to achieve the aims.
- Gaining the organisation's members and stakeholders views in determining direction and goals and maintaining communication with them.
- Specifying key outcomes, referred to as Key Performance Indicators (KPIs) and approving the availability of resources to achieve them.
- Monitoring the progress of Badminton Wales in implementing the strategy, plans and processes against financial plans and budgets.
- Ensure that Badminton Wales complies with all legal and regulatory requirements and statements of best practice and conducts its business in a transparent manner at all times.
- Guarding and serving the interests of Badminton Wales Members and other stakeholders, including responsibilities to funding partners, staff, sponsors and the community at large.
- Taking reasonable steps for the prevention and detection of fraud and other irregularities.
- Ensuring that the Board complies with statutory and contractual requirements and with the Board's own policies.
- Establishing a framework for assessment and management risk.
- Safeguarding the assets of Badminton Wales and agreeing a Reserves management process.
- Setting standards and evaluating the Board's own performance so that the Board can improve as a collective and as individual directors within it.
- Ensuring that there is appropriate succession planning.

- Focusing on the future not the past.
- Individual Directors will be required to take on a lead responsibility for a specific portfolio or project. An agreed level of delegation will be approved by the Board for any additional duties.

General Person Specification for Badminton Wales Director role

The following skills set are required to fulfil the role;

- Decision-making skills that allow informed decisions on a variety of matters.
- Strong interpersonal skills.
- Strategic perception and leadership skills.
- The ability to establish strategies and guide their implementation.
- The ability to discuss and debate with others and to constructively challenge ideas and decisions where necessary.
- Ability to form good working relationships within and outside the Board.
- Availability to attend meetings. Board Members must be prepared to attend Board meetings, usually a set number per annum (dates agreed in advance) and to be available for training as agreed by the Board itself.

Role Description for the Badminton Wales Technical Officials Director

The role of the Director is to:

- Review and advise on the Company's event rules and technical officials practices and procedures;
- Provide advice and support to the Company's executive staff in all areas of event rules and Technical Officials;
- Ensure alignment with Home nation and International rules as required;
- Working with the staff to oversee allocation, pathway and training for technical officials;
- Be a member of the Major Events sub-committee that oversees and scrutinises the long term and annual calendar of events
- Advise the Board on all matters relating to the strategic development of technical officials and the monitoring of progress against appropriate KPI's

In order to carry out this role, the Director will need the following skills, knowledge and qualities (in addition to those required of all Directors).

- Appropriate knowledge to scrutinise the development of the Badminton Wales officiating pathway and programmes.
- A wide depth of knowledge and skills relating to Badminton, its laws, players, and officials.
- The ability to challenge and support executive staff and in so doing maintain positive relationships
- The ability to communicate complex issues to non-experts



- The commitment to work with all home nations on the development of technical officials