



Director – Role Description

Background

The Welsh Target Shooting Federation (WTSF) in conjunction with Sport Wales is responsible for the training and preparation of athletes for UK Teams to represent GBR at World Cups, World and European Championships and Welsh Teams at other major/Minor Internationals and Commonwealth Shooting Championships and Commonwealth Games. Funding for this preparation is provided in part by the Sport Wales, partly the WTSF and partly by the athletes themselves.

Purpose of Role

The roles and responsibilities of the Board are shared and all members are equally liable. The office bearers usually have additional specific duties that they undertake on behalf of the Board, the Chairman may have duties imposed by the Memorandum and Articles and the Board's own policies.

The general duties include:-

- Defining the organisation's aims, direction and priorities
- Agreeing the strategy, plans, policies and the funding required to achieve the aims. Ensuring that the aims are clearly articulated and that everyone understands and supports them
- Specifying key outcomes and approving the availability of resources
- Monitoring the progress of the Association in implementing the strategy, plans and policies against financial plans and budgets
- Developing a governance policy "umbrella" that ensures the Federation 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 WTSF 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 risk
- Safeguarding the assets of WTSF
- Gaining the organisation's members and stakeholders views in determining direction and goals and maintaining communication with them
- Setting standards and evaluating the Board's own performance

- Ensuring that there is appropriate succession planning
- Focusing on the future not the past
- Individual Directors may be required to take on a lead responsibility for a certain range of duties or specific project e.g. chairing a subcommittee on behalf of the Board. An agreed level of delegation will be approved by the Board for any additional duties.

Person Specification

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
- Knowledge of Olympic Shooting Disciplines would be desirable in some instances