



Welsh Judo Association

Role Description

Role title:	Welsh Judo Association Board Director (Elected)
Responsible to:	Chair of the Welsh Judo Association
Location:	Flexible location with occasional travel to Board meetings and events
Remuneration:	All Board Directors, (other than the CEO if they are a Board member), are non-executive roles and therefore voluntary and unpaid; reasonable expenses reimbursed at cost in accordance with the expense policy
Tenure:	Elected Directors are appointed for a period of four years
Commitment:	<p>Board meetings – are held approximately every 8 weeks, with options to attend in person (usually Cardiff) or online.</p> <p>AGM – this is an annual event, usually in November and the date is set in advance. Board Directors are expected to attend the AGM.</p> <p>WJA official activities – Board Directors are asked to attend official events such as presentations, competitions, 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.</p> <p>WJA Commissions – Board Directors oversee and direct WJA Commissions, which are responsible for developing and coordinating specific areas of the association’s business. It is not mandated that a Director Chair a commission, but this is welcomed where time permits.</p>

Background Information

The Welsh Judo Association (WJA) is a Private Company, Limited by guarantee and its purpose is to act as the governing body for the Sport of Judo in Wales. In doing so, it seeks to:

1. Promote Judo throughout Wales;
2. Provide to the Members, services, advice and assistance in connection with Judo;
3. Provide and promote Judo related education, training and other services to Members, organisations and the public in Wales;
4. Do all other things that are incidental or conducive to the attainment of the above objectives.

The business of the company is managed by the Directors consisting of five Directors elected by the Members and four appointed by the Directors.

Currently the WJA Board has two Elected Director vacancies that it is seeking to fill at the Annual General Meeting in 2023 and welcome applications from any person who is eligible to undertake the role of a Company Director.

Role of the Board

The role of the WJA Board's is to:

- Provide leadership and expertise in corporate governance to the WJA to ensure that it meets all regulatory and legal standards
- Determine the WJA's vision, mission and strategic aims ensuring that the necessary sustainable financial and human resources are in place for it to meet its objectives
- Exercise appropriate and effective control of the organisation satisfying themselves on the integrity of financial information and ensuring that financial controls and systems of risk management are robust
- Support and evaluate the CEO in their leadership of the business
- Monitor and challenge the performance of the association in meeting agreed goals and objectives
- Positively promote the strategic interests of the WJA internally and externally
- Uphold the highest ethical standards of integrity and probity and set the WJA's values and standards
- Support the operational delivery of the WJA's strategy through their involvement and leadership on Commissions.

Responsibilities of Directors:

- Perform the role of Director as defined by the Companies Act (2006)
- Attend and actively participate in Board meetings and the Annual General Meeting
- Challenge and contribute to Board decision making and approvals on key matters
- Guide and contribute to development of the association's strategy
- Bring valuable and relevant external experience and thinking to the Board
- Act as an ambassador for Welsh Judo in promoting the sport across Wales
- Listen sensitively to the views of others, inside and outside the Board
- Act impartially and in accordance with Welsh Judo's values to gain trust and respect of other Board Directors and members

Election Process

The process for Elected Member nominations is as follows:

- Completed nomination form to be submitted no later than **Friday 13th October 2023**
- All nominations to be validated and confirmed as acceptable by **Friday 28th October 2023**
- Voting issued and open to Members from **Monday 30th October 2023**
- Postal votes to be received no later than **Thursday 16th November 2023**
- Final votes (in person) received, and outcome of election confirmed at the **Annual General Meeting on Sunday 19th November 2023**
- Elected Director will take up post immediately following the Annual General Meeting
- Onboarding and induction of new Directors throughout December and January

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

Lucy Scott
Chief Executive Officer (07874216316)