



## Cornwall Cricket Appointed Executive Director Job Description



### **Role Descriptor – Non-Executive Director Fundraising, Communications and Marketing**

#### **Safeguarding Statement:**

Cornwall Cricket is committed to safeguarding and protecting the children, young people and adults that we work with. As such, all posts are subject to a safe recruitment process, including the disclosure of criminal records and DBS vetting checks. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across our services.

#### **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 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, sec216). Finally, all applicants must be 16 years of age or over.

#### **Term of Office**

Directors are elected for a term of three years, but initially 'staggered' to avoid all terms maturing at the same time. Directors can serve for a maximum of three years and for a maximum of three terms (9 years maximum). The Chairman is elected annually by the Board from within its number or alternatively appointed for up to three years. The Managing Director/Lead Officers term is not time-bound.

#### **Cornwall Cricket Appointed Director Supporting Information**

Cornwall Cricket 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. Fundamentally, as a group the Cornwall Cricket Board Directors must understand the potential of junior cricket, senior cricket, safeguarding, different geographical areas of Cornwall and the opportunity to broaden the appeal of cricket to new markets, but above all be a leader who is responsible for the success of Cornwall Cricket Board.

#### **The Cornwall Cricket Board's role is to:**

1. **Provide leadership and expertise to the pursuit of cricket in Cornwall** in specific areas within the framework of prudent and effective controls, that enable risk to be assessed and managed.
2. **Set and review Cornwall Cricket's 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.



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3. **Set Cornwall Cricket's 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 Cornwall Cricket Director is a stakeholder in the business of Cornwall Cricket and is asked to have the expertise in and lead in some or all of the following areas:

1. **Strategy** – Directors should constructively challenge and help develop proposals on vision, mission and strategy.
2. **Performance** – Directors should scrutinise the performance of the professional and volunteer workforce, in meeting agreed goals and objectives, and monitor the reporting of performance.
3. **Risk** – Directors should identify, evaluate, and report risk in their area of responsibility, such that the Board can, collectively, develop mitigations and others forms of treatment. Directors must 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.

### Position Responsibilities – Non-Executive Director for Fundraising, Communications and Marketing of Cornwall Cricket Board

- To Chair the Fundraising Communications and Marketing committee to the Board and be responsible for setting the Agenda on a bi-monthly basis in accordance with the CPA Strategy and Risk and Opportunities for CCB.
- The ability to support the organisation to build a long-term plan for the development of the organisation's brand
- To Lead and support the implementation of Cornwall Cricket Board's fundraising marketing and communications strategy.
- To work with external partners where appropriate to develop opportunities.
- To have a leading role in overseeing systems and methods for fundraising and communication to raise our profile within Cornwall.
- To support the Cornwall Cricket Professional Staff responsible for delivering the strategy.
  - Managing Director
  - Fundraising Communications and Marketing Officer.
- Support Member Organisations with their processes and programmes
  - To support Cornwall Cricket Youth
  - To support Cornwall Cricket Women & Girls'
  - To support Cornwall Cricket Performance

### Cornwall Cricket 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 Managing Director/Lead Officer and Professional Staff in their leadership of the business while monitoring their conduct and performance.



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- 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 within Cornwall Cricket.
- Promote the highest standards of corporate governance for Cornwall Cricket and seek compliance at every opportunity.
- Promote the strategic interests of Cornwall Cricket internally and externally.
- Avoid situations where the interests of Cornwall Cricket conflict with personal interests or duty to a third party.

### Cornwall Cricket Appointed Director Supporting Information

#### Time commitment / remuneration

- **Board/Executive meetings** – attendance at a minimum of 2 General Meetings annually, and 6 Executive Board meeting bi-monthly.
- **Committee Meetings to the Board** – The ability to attend committee meetings to the Board as and when required.
- **AGM** – this is usually in March and the date is set in advance. Board Directors are expected to attend this event.
- **Cornwall Cricket official activities** – Board Directors are asked to attend official events such as presentations, competition finals and relevant meetings to their position. 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 Managing Director/Lead Officer, are non-executive roles and therefore voluntary and unpaid.

#### Cornwall Cricket high performance culture

Cornwall Cricket 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 Cornwall Cricket to demonstrate.

Cornwall Cricket will provide learning and development opportunities for the Board as a group to ensure they are supported in their role. We have the opportunity to appoint Directors from outside of Cornwall Cricket and from within thereby ensuring the fundamental link between Board policy development, affiliated organisations and the future health of the game. In addition to the skills, knowledge, experiences as a group, Directors need to have a sound understanding of the potential of the game, safeguarding, EDI and the game in different geographical areas of Cornwall, and the opportunity for the game to broaden its appeal to new markets.