



Non-Executive Trustee - Job Description

Cricket Wales Limited Board

The Company's Articles currently provide for a Board of Trustees comprising 12 Trustees as follows:

- 5 Recreational Game Trustees from within recreational cricket in Wales.
- 4 Trustees independent of the administration of Welsh cricket.
- 1 Trustee nominated by Glamorgan Cricket.
- A Finance Trustee
- An Independent Chair

Trustees are appointed for a term of three years and can serve for a maximum of nine consecutive years. Cricket Wales Board Trustees are appointed against a set of technical skills, knowledge, and experience, as well as competencies and behaviours.

Accountable to: Chair of the Board

Key working relationships: Board sub-committees and co-opted Board members, senior Executive, Clubs and other affiliated bodies, the England & Wales Cricket Board (ECB), Sport Wales, Local Authorities, Members of Y Senedd

The purpose of the Cricket Wales Board of Trustees is to drive, understand, and enable the delivery and realise the potential of recreational cricket in Wales, including junior cricket and senior cricket, ensuring we extend our reach across all geographical areas of Wales and to broaden its appeal to new audiences.

Job summary

- Non-Executive Trustees are accountable for ensuring the company meets its legal obligations and for the performance of Cricket Wales in its mission and delivery of strategy.
- Each Trustee is an equal member of the Board and has the same responsibility as the other Trustees for the success of the organisations in delivering cricket to our communities and ensuring that there is

compliance with all key standards and matters of governance and leadership.

- Non-Executive Trustees provide appropriate oversight, scrutiny, challenge, and leadership to the company in the pursuit of its aim to provide effective and high-quality services to its members and grow cricket in Wales.
- Non-Executive Trustees have a particular role in scrutinising the performance of the senior executive management team in meeting agreed goals and objectives and monitoring the reporting of performance.

Non-Executive Trustees will be expected to contribute to the work of the Board in the following areas:

Strategy

- Work with other Board members to monitor, review, develop and implement the company's vision, values, aims and strategic objectives, delivering a robust and sustainable business and financial plan.
- Help establish a clear strategy and set of objectives to continue to meet the terms of our major funders and our vision and regularly review performance against these objectives.
- Ensure the long-term sustainability of the company.
- Proactively operate as a member of the Board in the decision-making process to ensure that full and complete consideration has been given to all options during the process.
- Review and evaluate present and future opportunities, threats and risks in the external environment and current and future strengths, weaknesses and risks to the organisation and the game of cricket in Wales and beyond.
- Have an appreciation of the diverse and complex nature of cricket in Wales, our geography and the challenges and opportunities our different communities have.



Human resources

- Support, encourage and, where appropriate, mentor senior team members in areas of expertise and knowledge.
- Take responsibility, in conjunction with the Chair, for own personal development and ensure that this remains a priority.
- Use leadership ability and personal knowledge of the community to advise and support colleagues and key work programme.
- Provide a safe point of access for whistle-blowers.
- Contribute to the annual review of the Chair's performance.

Communication

- Act as an ambassador for Cricket Wales and be knowledgeable and aware of local and national issues which affect our sport.
- Uphold the values of the organisation as an appropriate role model and ensure as a Board member that you promote equity, diversity and inclusion for all staff, participants, and other stakeholders.
- Develop a constructive working relationship with the Chair, Non-Executive Trustees, fellow subcommittee members and senior Exec, providing support and guidance in areas of expertise and knowledge.

Compliance

- As a member of the Board, ensure that Cricket Wales complies with the standards set by funders, and any other applicable legislation and requirements.
- As a member of the Board promote the highest standards of corporate governance in compliance with any appropriate or relevant codes and frameworks.
- Assess the quality and the integrity of financial, participation, and other information presented to the Board.
- Ensure that financial and other quality controls, policies, processes and systems of risk management and governance are robust and implemented.



All Cricket Wales Trustees are expected to:

- Uphold the highest ethical standards of integrity and probity
- Safeguard the good name and reputation of Cricket Wales.
- 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 Trustees and the membership.
- Promote the strategic interests of Cricket Wales internally and externally and always align publicly with the decisions which the Board takes.
- Promote and model effective, evidence-based decision making and constructive debate.
- Avoid situations where the interests of Cricket Wales conflict with personal interests, other cricket roles, or duty to a third party – and, where this might exist, to declare this interest.
- Participate in up to two sub-committees of the Board, as recommended by the Nominations Committee
- Comply at all times with published health and safety and safeguarding policies and Trustees' Code of Conduct

Time commitment / remuneration

- **Board meetings** – Business meetings are held in the quarterly and are on line in the evening focused on finance, governance, and key regulatory requirements such as safeguarding. Strategy meetings are held in the day time up to 3 times per year, usually at The Sophia Gardens Stadium, Cardiff, but also in other locations around Wales, and, if necessary, via Teams/Zoom teleconference.
- **Sub Committees** – meet 4/6 times a year as required; these are usually evening meetings held via Teams / Zoom teleconference

- **AGM** – this is usually October/November and the date is set in advance. Board Trustees are invited to attend this event (whether in person or virtually)
- **Cricket Wales official activities** – Board Trustees are invited to attend official events such as presentations, competition finals 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
- **Expenses** – mileage is paid at a set rate of 40p per mile. Other reasonable expenses are reimbursed such as rail travel, hotel costs etc
- **Remuneration** – all Board Trustees are non-executive roles and therefore voluntary and unpaid.

Cricket Wales high performance culture

Cricket Wales 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 Cricket Wales to demonstrate.



Key Technical Skills & Competencies we seek to attract - and retain - to the Board

You will need to demonstrate knowledge, experience, and expertise in a range of skills and competencies. Detailed below are those that we consider important although we don't expect every Trustee to be an expert in all of these; our aim is to have a balanced and well-rounded Board

Technical skills, knowledge, and experiences

- **An appreciation of cricket and its values**
- **Equity, Diversity and inclusion** – knowledge and experience of leading and contributing to the development of a culture that promotes equality and values diversity and inclusion.
- **Change management** – Experience of leading and managing change within an organisation.
- **Strategic planning and focus** – experience of planning, implementation and evaluation of a strategic plan
- **Strategic relationships** – experience in strategic relationships and effective communications, knowledge and experience of the wider sporting landscape and external influencers, partners and stakeholders
- **Member relations** – experience in member and customer relationship management and effective communications
- **Commercial Focus** – experience of social enterprise, income generation including sponsorship, trusts and foundations and developing profitable and sustainable business models
- **Human resource/Executive performance review** – knowledge and experience of human resource considerations including executive recruitment, performance review, professional development and support.
- **Financial knowledge** – knowledge and experience of financial planning/management, the proper application of internal controls and the audit requirements for a not-for-profit Board
- **Risk assessment** – experience in identifying and managing risk
- **Ambassadorial responsibility** – Experience of undertaking an ambassadorial role on behalf of an organisation and at the same time pursuing opportunities to further develop the organisation



Competencies

- **Team-working** – works collaboratively with others and ensures participation across the business, as well as with key partners, to support the achievement of Cricket Wales objectives.
- **Communicating** – communicates with others in a clear, concise and purposeful way to build effective relationships and gain support and commitment for ideas.
- **Customer service excellence** – demonstrates a passion for ‘customer service excellence to internal and external ‘customers’ that benefit both the ‘customer’ and Cricket Wales
- **Decision making and problem solving** – uses analysis, wisdom, experience and logical methods to solve problems and arrive at effective solutions.
- **Delivery** – contributions are delivered to consistently high standards and continually looks for ways of improving their own and other’s performance.
- **Leadership** – proactively influences improved business practice and organisational change through implementing and modelling best practice.
- **Strategic management** – provides clarity, direction and inspiration through a compelling vision of the future and what can be achieved.

Eligibility to be a Company Trustee

Subject to any provision in the company's articles, any person can be a Trustee unless they have been disqualified from so acting under the Company Trustees Disqualification Act 1986 or by being an undischarged bankrupt.

Note also that a Trustee or shadow Trustee of a company which has gone into insolvent liquidation is prohibited for five years from being a Trustee or shadow Trustee, or being involved in the formation or running of a company which has the same, or very similar, name to the liquidated company. (Insolvency Act 1986, sec 216).

All applicants must be 16 years of age or over and, if applying to be a Recreational Game Trustee, must be supported by a nomination and second by individuals who are members of organisations affiliated to Cricket Wales.



See [here](#) for guidance - **Being a company Trustee.**