**JOB DESCRIPTION: EXECUTIVE DIRECTOR**

**Title:** Executive Director

**Reporting to:** WCU membership

**Appointed by:** Annual General Meeting.

**Duties and responsibilities:**

* To organise and manage all activities of the Union
* To ensure WCU compliance with laws external regulations, including those of FIDE, and with the WCU Constitution
* In compliance with the WCU Constitution, to call the Annual and Special General Meetings of WCU members
* To chair the Management Board of the Union
* To attend as *ex officio* member of any WCU committee, at any time
* To delegate any such duties as appropriate, whilst retaining full responsibility for performance of those duties

**Qualities / experience:**

* Suitable experience of Chess in Wales
* Ideally, having served on the management board of one of the WCU Zones
* A willingness to prioritise the WCU and its activities throughout his/her term in office

Notes:

The Executive Director does not “do everything” – but he is responsible for every aspect of the WCU, both internally and to the outside world. Clearly, he is able to delegate much of this to other directors and officers of the WCU.