**JOB DESCRIPTION: HOME DIRECTOR**

**Title:** Home Director

**Reporting to:** Executive Director; Chairman of Selectors, Management Board

**Appointed by**: Annual General Meeting

**Duties and responsibilities:**

* To hold and chair meetings of the Home Committee, to discuss matters regarding all tournaments and events in Wales.
* To attend and report to Management Board meetings.
* To develop a programme for chess events in Wales, including online events
* To organise home events including both adult and junior (this in collaboration with the Junior Director)
* To ensure proper control over the collection of entry fees and accounting for such fees and event-related expenses (this in collaboration with the Finance Director)
* To conduct any related financial matters through the medium of designated bank accounts, reporting all transactions to the Finance Director

**Qualities / experience:**

* Some knowledge of the organisation of chess tournaments, over the board and online
* Experience of reservations of venues
* The ability to designate responsibilities to appropriate people
* Ideally, someone with plenty of available time

Notes:

The job of Home Director may be one of the most difficult and time-consuming of any WCU officer. To preserve his own sanity, he must be willing and able to delegate to others, whilst still retaining overall responsibility and accountability.

The Home Director should work hand in hand with the Junior Director on all junior events.