**JOB DESCRIPTION: INTERNATIONAL DIRECTOR**

**Title:** International Director

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

**Appointed by**: Annual General Meeting

**Duties and responsibilities:**

* To discuss with members of the International Committee matters regarding International affairs.
* To liaise with the organisers of international tournaments and arrange, in conjunction with the Finance Director, the registration, travel arrangements, visa requirements (if applicable) and accommodation for Welsh players, captains and coaches.
* To attend the Selection Committee to select representative Men’s and Ladies teams and captains.
* To liaise with the World and European Team Senior organisers the registration, travel arrangements, visa requirements (if applicable) and accommodation for all teams and captains.
* To attend and report to Management Board meetings.
* To ensure that official data held by FIDE regarding the WCU is correct at all times.

**Qualities / experience:**

* The means to contact organisers of overseas events and fellow Management Board members by email or telephone as appropriate.
* A basic knowledge of Excel or similar spreadsheets