**JOB DESCRIPTION: JUNIOR DIRECTOR**

**Title:** Junior Director

**Reporting to:** Executive Director; Management Board

**Appointed by**: Annual General Meeting

**Duties and responsibilities:**

* To hold and chair meetings of the Junior Committee, to discuss matters regarding all tournaments and events for juniors, both in and outside Wales.
* To attend and report to Management Board meetings, and to the Annual General Meeting
* To develop a programme and calendar of junior chess events in Wales, including online events (in collaboration with the Home Director)
* To organise home junior events (this in collaboration with the Junior Director) ensuring compliance with the WCU safeguarding policy and appropriate legislation
* To hold events and chair meetings of the Junior Selection Committee, selecting individuals and teams to participate in home and overseas events (including the Glorney & Gilbert International tournament)
* In collaboration with the Finance Director, to coordinate and arrange the registration and all financial matters relating to Wales participation in overseas junior events
* To work with the Development Director to plan and organise a suitable development programme for Welsh Junior Chess

**Qualities / experience:**

* Some knowledge of the organisation of chess tournaments, over the board and online
* Good contacts with schools and educational bodies
* A sound knowledge of current Child Protection legislation
* The ability to designate responsibilities to appropriate people

Notes:

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