



Officer and Director Roles at Waterski and Wakeboard Scotland

General Principles

Whilst we are a “not for profit” organisation, Waterski and Wakeboard Scotland and the National Training Site are, in effect, businesses and must be operated as such. Potential directors should, ideally, have sound business acumen and experience in managerial positions. The overriding role of the directors is to keep Waterski and Wakeboard Scotland on track with our long-term strategy - Currently under review with the membership. Communication skills are paramount as all directors need to be comfortable in each other’s presence and able to discuss any and all tabled items openly. Directors who are unwilling to contribute or inadvertently create a culture of “guarded” communication can be very destructive to the effective operation of a board. If you are considering joining the board, now or in the future, please do take time to talk to the other directors and make sure that this is a team that you will be comfortable working with. This is not to say that everyone must think the same way; being “supportive” whilst being able to share and “brainstorm” different ideas is crucial to the board’s success.

Currently, the Waterski and Wakeboard Scotland board meets once a month with a 1-2hr duration.

Who should consider the role?

The characteristics required for the board are primarily a passion for our sport and a willingness to give up your time and money to commit to helping it expand and grow. Having the right “mindset” is essential; a “can do” and “problem-solving” attitude is a priority. Being part of a team with everyone driving in the same direction can be invigorating (and, of course, look good on your CV!).

Director Roles at WWS:

Chair (*Incumbent – Kevin Lochhead*)

Duties:

- Overall responsibility for leadership of the board and implementing the 4-year strategy.
- Working closely with the Chief Operating Officer (COO) and **sportscotland** Partnership Manager to effect the smooth day-to-day running of the Sports Governing Body (SGB) & the National Training Site (NTS).
- Presiding over committee meetings.
- Liaising with and attending BWSW meetings as required.
- Attending all monthly meetings of the SGB.
- Attending **sportscotland** training as required.
- Attending Scottish Sports Association meetings as required.
- Involved with other officers in the day-to-day running of SGB as required.

Time commitment - 8-12hrs a week.

Vice-Chair (*Incumbent – John Radford*)

Duties:

- Working closely with the Chair, Chief Operating Officer (COO) and **sport**scotland Partnership Manager to affect the smooth day-to-day running of the SGB and the NTS.
- Stand-in for Chair as required.
- Attending all monthly meetings of the SGB.
- Attending **sport**scotland training as required.
- Attending Scottish Sports Association meetings as required.
- Involved with other officers in the day-to-day running of SGB as required.

Time commitment - 4-6hrs a week

Secretary (*Incumbent – Liz Anderson*)

Duties:

- Responsibility for working with the chair and vice-chair to organise all meetings and timely reminders.
- Recording of minutes as appropriate.
- Management of correspondence to SGB.
- Management of complaints.
- Attending all monthly meetings of the SGB.
- Attending **sport**scotland training as required.
- Attending Scottish Sports Association meetings as required.
- Involved with other officers in the day-to-day running of SGB as required.

Time commitment - 4hrs a week

Treasurer (*Incumbent – Calum Reid*)

Duties:

- Control and safeguarding of Waterski and Wakeboard Scotland finances, access to current and deposit accounts, responsible for the management of savings. Budget setting and regular confirmation of adherence.
- Confirmation of responsible budgetary spending.
- Attending all monthly meetings of the SGB.
- Attending **sport**scotland training as required.
- Attending Scottish Sports Association meetings as required.
- Involved with other officers in the day-to-day running of SGB as required.

Time commitment - 4hrs a week

Up to 5 additional directors - including up to 3 Independent directors (no more than 25% of the Board) - (Incumbents –Karen Cornwell, Alan Yeoman, VACANTx3)

Duties:

- Overseeing corporate credibility, governance standards and risk management.
- Heading up committees and taking on tasks when required. Examples include the creation of and updating of policies, overseeing coaching strategy, Child Wellbeing & Protection, governance officer, competition committee (waterski, wakeboard, racing), overseeing development officer post, involvement in interviews and human resource tasks, the creation of “terms of reference” documents as required.
- Attending all monthly meetings of the SGB.
- Attending **sport**scotland training as required.
- Attending Scottish Sports Association meetings as required.

Time commitment – 4hrs a week

If you have questions about becoming a board member at Waterski and Wakeboard Scotland, please ask any of the existing Directors or Chief Operating Officer.