

Role Profile — Chair of General Council

Key Information

Job title	Chair of General Council
Term of office	Two years with a maximum of 3 consecutive terms
Appointment process	Nominated by a club/member – approval at the AGM
Salary	This is a volunteer role, but all reasonable expenses will be paid
Time commitment	Five General Council meetings a year; five Board meetings; one annual joint General Council and Board meeting; plus agenda preparation with the Secretary and occasional representation at other events. Estimated at 10 days per year.
Key interface with	General Council members, the President, the Secretary, Welsh Athletics staff, and the Board of Welsh Athletics

Purpose

The General Council provides guidance, support and alignment on all matters relating to the operational side of athletics. The Council meets five times a year and also meets annually with the Board of Welsh Athletics. Its main function is to receive, disseminate and cascade information to and from the various committees and Regional Councils that make up the governance structure of Welsh Athletics.

The Chair provides leadership to the General Council and acts as the connecting link between the operational voice of clubs, committees and regions, and the strategic decisions taken by the Board. As a Board member, the Chair ensures the perspective and priorities of the wider athletics community are properly represented at the highest level of the organisation's governance.

Key Duties

Board membership

The Chair is a full member of the Board of Directors of Welsh Athletics Ltd for the term of office. This carries the same collective responsibility as any other Director, including the legal duties owed to the company under the Companies Act 2006, shared accountability for Board decisions, and an expectation to prepare for and contribute to Board business — not solely to attend and report back on Council matters.

Leading the General Council

- To chair meetings of the General Council.
- To set the agenda for General Council meetings in conjunction with the Secretary.
- To enable all General Council members to make a full contribution, ensuring discussion and decision-making is democratic and everyone has the opportunity to participate fully.
- To ensure that key and appropriate issues are discussed within a given timeframe and that appropriate decisions are made and adhered to.
- To ensure the General Council has adequate guidance and support, and is provided efficiently with the data and documentation needed to base informed decisions.
- To ensure that all General Council members represent the views of their committees or members, enabling the voice of the sport to be included in the discussions at all times.
- To provide an annual update to the Welsh Athletics membership via the Annual General Meeting and year end report.
- To liaise with the Welsh Athletics departmental leads, ensuring two way dialogue at all times on relevant matters.

Connecting Council and Board

- To represent the General Council's views and priorities at Board level.
- To maintain constructive working relationships between the Regional Councils, committees and the Board.
- To ensure succession planning is implemented.
- To provide support and leadership to the Athletics Committees and groups.

Person Specification

Essential

- Strong current or recent involvement in Welsh athletics — for example through a club, committee, Regional Council, coaching or officiating — and a good working understanding of how the sport's governance structure fits together.
- Ability to chair meetings fairly, keep discussion constructive and on track, and ensure all voices are heard.
- Good communication skills, with the confidence to represent Council views clearly at Board level.
- Commitment to the values and inclusive aims of Welsh Athletics.

Desirable

- Previous experience in a committee, Council or Board-level role, in athletics or another organisation.
- Understanding of the responsibilities that come with being a company director.

Other Expectations

- Adherence to the Welsh Athletics Code of Conduct.
- Completion of a standing declaration of interests, and disclosure of any new conflicts as they arise.
- Participation in an induction on joining, covering both General Council and Board responsibilities.

Accountability

The Chair is accountable to the General Council for the conduct of its business, and to the Board of Welsh Athletics Ltd as a fellow Director for their contribution to Board governance.