



## **Devon Cricket**

### **Recreational Cricket Director**

#### **Recruitment Information Pack**

Devon Cricket is seeking to appoint Directors to serve on its Board. We welcome applications from any person who is eligible to undertake the role of a Company Director and is also involved in Devon Cricket. This might be as an administrator, a player, a club member, a coach, a parent, an official, a groundsman or in any other capacity. (Should you not be involved within Devon Cricket and you wish to learn more about applying to become a Devon Cricket Independent Company Director please contact Matt Theedom or visit [www.devoncricket.co.uk](http://www.devoncricket.co.uk) for an appropriate information pack).

#### **Eligibility to be a Company Director**

Subject to any provision in the company's articles, any person can be a Director unless they have been disqualified from so acting under the Company Directors Disqualification Act 1986 or by being an undischarged bankrupt.

Note also that a Director or shadow Director of a company which has gone into insolvent liquidation is prohibited for five years from being a director or shadow director, or being involved in the formation or running of a company which has the same, or a very similar, name to the liquidated company. (Insolvency Act 1986, sec 216).

Finally, all applicants must be 16 years of age or over and must be nominated and seconded by individuals who are members of organizations affiliated to Devon Cricket.

#### **DEVON CRICKET Board**

The Devon Cricket Board consists of nine (maximum) Directors comprising:

- 6 Directors from within recreational cricket in Devon.
- Including an Elected Finance Director from within recreational cricket in Devon.
- 2 Appointed Directors independent of the administration of Devon cricket.
- A Chairman either elected by the Board from within the above or appointed in addition to the above.
- The Chief Executive Officer.

Directors are elected for a term of three years but initially 'staggered' to avoid all terms maturing at the same time. Directors can serve for a maximum of six consecutive years. Appointed Independent Directors are appointed for three year terms and can serve for up to six consecutive years. Again, these appointments will initially be 'staggered'. The Chairman is elected annually by the Board from within its number or alternatively appointed for up to three years. The Development Manager's term is not time-bound.

Devon Cricket Board Directors are appointed against a set of technical skills, knowledge and experience, as well as competencies and behaviours. These are shown later in this document. Fundamentally, as a group the Devon Cricket Board Directors must understand the potential of junior cricket, senior cricket, different geographical areas of Devon and the opportunity to broaden the appeal of cricket to new markets.

### **Role of the Board of Directors of Devon Cricket**

The Devon Cricket Board's role is to:

1. Provide leadership and expertise to the company in specific areas within the framework of prudent and effective controls, that enable risk to be assessed and managed
2. Set and review Devon Cricket's vision, mission and strategic aims, and ensure that the necessary financial and human resources are in place for the company to meet its objectives and review its performance
3. Set Devon Cricket's values and standards and ensure that its obligations to its members, associate members and others are understood and met.

### **Key elements of a Director's role**

The following four headline elements summarise the Directors role in generic terms:

1. **Strategy** – Directors should constructively challenge and help develop proposals on vision, mission and strategy
2. **Performance** – Directors should scrutinise the performance of the Development Manager, in meeting agreed goals and objectives, and monitor the reporting of performance
3. **Risk** – Directors should satisfy themselves on the integrity of financial information and that financial controls and systems of risk management are robust
4. **Reputation** – Directors should constantly seek to establish and maintain confidence in the conduct of the company as well as build recognition of their individual and collective contribution, in order to maintain trust amongst fellow Directors and the membership.

### **All Devon Cricket Directors are expected to:**

- Uphold the highest ethical standards of integrity and probity.
- Bring valuable experience to the Board
- Support, where and when necessary, the Development Manager in their leadership of the business while monitoring their conduct and performance
- Question intelligently, debate constructively, challenge rigorously and decide dispassionately
- Listen sensitively to the views of others, inside and outside the Board.
- Gain the trust and respect of other Board Directors and the membership
- Promote the highest standards of corporate governance for Devon Cricket and seek compliance at every opportunity
- Promote the strategic interests of Devon Cricket internally and externally
- Avoid situations where the interests of Devon Cricket conflict with personal interests or duty to a third party.

## **Time commitment / remuneration**

- **Board meetings** – attendance at a minimum of 8 Directors meeting annually
- **AGM** – this is usually in December and the date is set in advance. Board Directors are expected to attend this event
- **Devon Cricket official activities** – Board Directors are asked to attend official events such as presentations, competition finals and other relevant meetings. This is accepted to be on an 'as available' basis and is therefore not specified as a number of events/days.
- **Expenses** – mileage is paid at a set rate of 30p per mile. Other reasonable expenses are reimbursed such as rail travel, hotel costs, bridge tolls etc
- **Remuneration** – all Board Directors, other than the Development Manager, are non-executive roles and therefore voluntary and unpaid.

## **Devon Cricket high performance culture**

Devon Cricket aims to develop a culture where high performance is the norm and people are supported to be the best they can be. As well as technical skills, knowledge and experience, the competencies and behaviours that will support this aim have been developed which we want all people in Devon Cricket to demonstrate.

Below are the technical skills, knowledge and experience that we require of our Board Directors as well as the competencies and behaviours that have been identified by Devon Cricket.

We do not expect applicants to have all of the technical, skills or experience listed below. However, we want our Board Directors as a group, to have all of them. We will provide learning and development opportunities for the Board as a group to ensure they are supported in their role. We have the opportunity to appoint Directors from within Devon Cricket thereby ensuring the fundamental link between Board policy development, affiliated organisations and the future health of the game. In addition to the skills, knowledge, experiences and competencies listed below, as a group, Directors from within Devon cricket need to have a sound understanding of the potential of the junior game, the senior game, the game in different geographical areas of Devon, and the opportunity for the game to broaden its appeal to new markets.

## **Technical skills, knowledge and experiences**

- **Board of Directors experience** – experience in serving on public sector, private sector or not-for-profit boards. Experience with good governance policies
- **An appreciation of cricket and its values**
- **Change management** – Experience of leading and managing change within an organisation
- **Strategic planning and focus** – experience of planning, implementation and evaluation of a strategic plan
- **Strategic relationships** – experience in strategic relationships and effective communications, knowledge and experience of the wider sporting landscape and external influencers, partners and stakeholders
- **Member relations** – experience in member and customer relationship management and effective communications
- **Commercial Focus** – experience of social enterprise, income generation including sponsorship, and developing profitable business models

- **Human resource/Executive performance review** – knowledge and experience of human resource considerations including executive recruitment, performance review and compensation structures
- **Financial knowledge** – knowledge and experience of financial planning/management, the proper application of internal controls and the audit requirements for a not-for-profit Board
- **Risk assessment** – experience in the process of identifying principal corporate risks and ensuring that management has implemented the appropriate systems to manage risk
- **Diversity and inclusion** – knowledge and experience of contributing to the development of a culture that promotes equality and values diversity
- **Delegated responsibility** – knowledge and experience of developing and implementing processes to delegate and manage operational responsibilities
- **Ambassadorial responsibility** – Experience of undertaking an ambassadorial role on behalf of an organisation and at the same time pursuing opportunities to further develop the organisation

### Competencies

- **Team-working** – works collaboratively with others and ensures participation across the business, as well as with key partners, to support the achievement of Devon Cricket objectives
- **Communicating** – communicates with others in a clear, concise and purposeful way to build effective relationships and gain support and commitment for ideas
- **Customer service excellence** – demonstrates a passion for customer service excellence to internal and external customers that benefit both the customer and Devon Cricket
- **Decision making and problem solving** – uses analysis, wisdom, experience and logical methods to solve problems and arrive at effective solutions
- **Delivery** – completes work to high standards and continually looks for ways of improving performance
- **Developing self and others** – provides support that enables themselves and others to develop and improve for the benefit of Devon Cricket
- **Leadership** – proactively influences improved business practice and organisational change through implementing best practice
- **Strategic management** – provides clarity, direction and inspiration through a compelling vision of the future and what can be achieved.

**Director application process – *please also see appendix 1 overview***

- Complete the Equal Opportunities Monitoring Form in full and return to the Development Manager along with a formal expression of interest highlighting the individual's key skills, experience and knowledge related to the Board Member role description. This should be submitted in writing, no more than 500 words
- The Devon Cricket Development Manager will review and check all information required has been received. After a short-list has been decided by the Independent Devon Cricket Nominations Panel, applicants will be informed if they are being invited to the next stage of the recruitment process and if so will be asked to attend a competency based interview conducted by the Independent Devon Cricket Nominations Panel
- The Independent Devon Cricket Nominations Panel will make recommendations to the Board and an EGM/AGM which will decide the Directors
- An induction process will be put in place for all new Directors and Independent Directors.

Please contact the Development Manager if you wish to discuss the application process in more detail or if you require any additional information.

**Matt Theedom**  
**Development Manager**

**Tel: 01392 262509    Mobile: 07805 554636**

**Email: [matt.theedom@ecb.co.uk](mailto:matt.theedom@ecb.co.uk)**

# Appendix 1 – Overview of recruitment process

## Directors

