

# WCF Deputy Secretary-General advertisement

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The World Croquet Federation Management Committee wishes to appoint a Deputy Secretary-General with effect from 1 September 2020 to work alongside the present Secretary-General, Stephen Mulliner, until his retirement from the position on 31 August 2021.

It is hoped that the Deputy Secretary-General will then be appointed Acting Secretary-General from 1 September 2021 to 31 December 2021 and then appointed Secretary-General for a four year term of office from 1 January 2022 to 31 December 2025. The Secretary-General is eligible to be re-appointed for one further four year term.

The Deputy Secretary-General will receive an annual honorarium of £1,000 paid in arrears in quarterly instalments. The Acting Secretary-General will receive an honorarium of £2,000 paid on 31 December 2021. The new Secretary-General will receive an annual honorarium of £6,000 paid in arrears in quarterly instalments.

## Responsibilities of the Secretary-General (“S-G”)

1. Management Committee (“MC”)
  - 1.1 Managing the activities of the MC in accordance with the Statutes and Administration Regulations. This includes informing the MC by email or voice of all relevant matters that come to the S-G’s attention and holding regular conference calls with the MC at agreed intervals.
  - 1.2 Managing the MC email process for discussing and agreeing proposals and actions.
  - 1.3 Providing first drafts of documents required for MC discussion including amendments to the Statutes and Regulations.
  - 1.4 Managing the timely production of all formal reporting documents.
  - 1.5 Liaising with the WCF Treasurer to maintain awareness of the WCF’s financial position, ensure prompt receipt of subscriptions and entry fees, the submission of the annual UK Corporation Tax return and, when relevant, the efficient management of bank mandate changes.
2. Event Hosts
  - 2.1 Managing the 10 year Championship Schedule and communicating with potential Event Hosts on behalf of the MC to secure expressions of interest for holding future WCF Events.
  - 2.2 Administering WCF Events in accordance with the Event Regulations and the Sports Regulations.
  - 2.3 Before a WCF Event is held, this involves:
    - (a) communicating with the Event Host, liaising with the Event Lead (who is responsible for managing the progression of the Event Bid documentation from an “Expression of Interest” to a “Confirmed Event Bid”)-and preparing an Event Agreement incorporating the Confirmed Event Bid;
    - (b) managing the event timetable and regularly reminding Members of deadlines;
    - (c) updating the WCF website promptly with all information relevant to the event;
    - (d) managing entries and the Replacement Ranking List and liaising with the WCF Treasurer who is responsible for ensuring the payment of entry fees by players or teams by the stated date;
    - (e) compiling a complete list of player email address and sending it to the Event Host;
    - (f) dealing with all aspects of trophies and medals including purchase, transport, insurance and import issues;
    - (g) liaising with the Event Lead to ensure that all Event Lead actions are completed in a timely manner (e.g. progressing the Event Bid, forming an Appeals Panel, sending Player Briefing Notes to all players).

- 2.4 After a WCF Event has ended, this involves:
  - (a) conducting a player survey;
  - (b) liaising with the Event Lead and Treasurer to ensure that the correct amount is owed and paid to the Event Host in respect of the agreed share of entry fees;
  - (c) conducting a review of the event with the MC;
  - (d) arranging for the engraving of the main trophy.
  
3. Members and RCOs
  - 3.1 Communicating the activities of the WCF and MC to Members and the wider croquet-playing public through regular Newsletters and the WCF website and, when appropriate, through bulletin boards.
  - 3.2 Establishing good personal relationships with the senior officers of all Members and Recognised Croquet Organisations and staying in contact by email or voice at appropriate intervals if not achieved through normal business such as WCF Events.
  - 3.3 Establishing good personal relationships with individuals representing bodies seeking to become WCF Members or RCOs.
  
4. Council
  - 4.1 Assisting Council by managing the email decision-making process for discussing and voting on proposals and motions, preparing and circulating proposals as necessary.
  - 4.2 Managing Consultations with Council.
  - 4.3 Alerting Council promptly to contentious issues that may need its attention.
  
5. Other responsibilities
  - 5.1 Updating and managing the WCF website.
  - 5.2 Liaising with the chairmen of WCF committees, including the MacRobertson Shield Committee, Association Croquet Laws Committee and Golf Croquet Rules Committee.
  - 5.3 Communicating as necessary with other sport bodies including the governing bodies of other sports and overarching bodies such as GAISF and the Commonwealth Games Federation.
  - 5.4 Supporting succession plans as required and working effectively with a Deputy Secretary-General in the final year in office.

The sections above are presented in descending order of typical frequency and intensity. The main time demand arises from receiving, considering and replying to emails from MC members, representatives of WCF Members when acting as Event Hosts and players in relation to withdrawals, replacements and entry fees. Average annual traffic is approximately 1,000 emails received and 1,000 emails sent. Contact with the MC is regular and frequent but usually brief. The administration of WCF Events, of which there are nine singles events and two multi-tiered team events every four years, involves some periods of considerable activity followed by quieter periods. Candidates should expect the S-G role to require 20 to 25 hours per week but with almost complete flexibility as to when the job is performed.

The primary characteristics and skills required include:

- A genuine passion for croquet and a strong desire to play a key role in developing croquet's reputation as a world sport by ensuring that WCF Events are successful and enjoyable and help to spread a positive image for the sport.
- An organised approach to administration including good timetable discipline and an eye for detail.
- Ability to work within the framework of rules defined in the WCF Statutes and Regulations.
- Strong communication skills using email, voice and web media.
- Awareness of, and sensitivity to, the variety of cultural and organisational approaches of different WCF Members.

- Diplomatic leadership skills to assist the MC in providing effective management of distributed activities within a volunteer community.

The candidate may live in any part of the world, as the WCF and MC operate almost entirely by email and conference calls. Candidates should apply to the MC via the S-G and are encouraged to discuss the role in more detail with the current S-G, Stephen Mulliner ([snmulliner@gmail.com](mailto:snmulliner@gmail.com)) or any MC member.