

CEO Position Description



Post title:	Chief Executive Officer / Secretary General
Organisation:	World Wheelchair Rugby (WWR)
Hours:	32 hours per week
Salary:	Negotiable up to \$60,000 USD
Location:	Flexible approach regards location
Responsible to:	WWR Board
Responsible for:	Staff (volunteers) including Heads of functional areas (see https://worldwheelchair.rugby/about-wwr/)

World Wheelchair Rugby is seeking to appoint an experienced and proven senior leader to the position of Chief Executive Officer / Secretary General (referred to as 'CEO').

The CEO is the principal executive officer of WWR in line with WWR Statutes.

The successful candidate is a strategic leader responsible for managing the day-to-day affairs of WWR in accordance with the strategies, policies, plans and budgets set by the WWR Board.
(<https://worldwheelchair.rugby/about-the-sport/>)

World Wheelchair Rugby (WWR) is the International Federation and governing body responsible for the sport of wheelchair rugby. WWR is a member of the International Paralympic Committee (IPC) and the Association of Paralympic Sports Organisations (APSO), and is a sport partner of World Rugby - sharing a close and strong relationship.

Our Vision - To be a world leader in Para sport.

Our Mission - Growing and supporting the wheelchair rugby family.

The CEO will provide vision, leadership, core knowledge and skills to manage World Wheelchair Rugby as a highly respected and innovative international organisation.

World Wheelchair Rugby is domiciled in Switzerland and regarded as an "Association" under Swiss law. It operates an administrative service based in the United Kingdom.

WWR Strategic Plan Key Objectives (2019 – 2024):

1. Strong leadership and effective governance
2. Growth and development of wheelchair rugby
3. Technical excellence in Paralympic wheelchair rugby
4. Strong partnership with World Rugby

5. Sustained increase in revenues
6. Increased involvement with wheelchair rugby variations
7. Step change in broadcast and communications

CEO Strategic Priorities:

1. Prioritise and deliver increased, incremental and sustainable revenue streams for WWR, enabling the provision of core services and direct benefits to National Member Organisations (NMOs);
2. Development and growth of the concept for inclusion of a world-class wheelchair rugby event at the same time and in the same city as the finals of the Rugby World Cup; and,
3. Responsibility for maintaining existing partnerships and development of new, effective stakeholder and partner relationships. Ensuring a commitment to the growth and sustainability of WWR.

CEO Key Objectives with the WWR Board:

1. Jointly review the 2019-2024 Strategic Plan with the WWR Board and lead its delivery with an aim to achieve sustainable growth;
2. Represent WWR and liaise with NMOs, National Paralympic Committees (NPCs), the IPC, World Rugby, international organisations and stakeholders;
3. Manage and grow the existing international competition structure ensuring WWR events are promoted effectively.

WWR operates an administrative service based in the UK. WWR has four main working groups each with a WWR Board-appointed Chair. Each group is comprised of individuals who are volunteers and have expressed an interest in being involved. The group/s act as organisational department/s and the Chairs act as Head/s of Department/s.

An organisational chart is available on the WWR website – <https://worldwheelchair.rugby/wp-content/uploads/2022/08/220811-WWR-Organisational-Structure-1.pdf>

WWR Statutes and Bylaws

The CEO is the principal executive officer of WWR and has the following responsibilities outlined in the WWR Statutes and Bylaws:

1. Provide day-to-day management of the business of WWR;
2. In consultation with the President, prepare the agenda for all meetings of the Board and of the General Assembly of WWR;
3. Give notice of all meetings of the Board and of the General Assembly of WWR;

4. Attend all meetings of the Board and of the General Assembly of WWR and act as clerk and recorder;
5. Manage any employees and/or contractors of WWR;
6. Coordinate the activities of volunteer members of Working Groups and operational committees within WWR;
7. Manage the handling of all incoming and outgoing correspondence of WWR;
8. Maintain regular communications between WWR, its Members, and its international partner organizations;
9. Formulate, for approval by the Board, and then monitor the annual budget and longer term financial forecasts for WWR;
10. Make appropriate arrangements for the management of WWR's financial affairs (which may include contracting a suitably qualified service provider external to WWR) to:
11. Ensure the collection and recording of all membership dues, authorisation fees, capitation fees, donations, and any other monies due to WWR;
12. Keep full and accurate accounts of all assets, liabilities, receipts, and disbursements of WWR in the books and/or electronic records belonging to WWR;
13. Deposit all monies, securities, and other valuable effects in the name and to the credit of WWR in such chartered bank or trust company, or, in the case of securities, in such registered dealer in securities as may be designated by the Board from time to time;
14. Disburse the funds of WWR, as may be directed by proper authority, ensure proper records for such disbursements; and
15. Render to the President and Directors at the regular meeting of the Board, or whenever they may require it, an accounting of all the transactions, and a statement of the financial position, of WWR;
16. Furnish the General Assembly with an audited financial statement for WWR, which shall have been audited by a chartered accountant, or accounting firm, appointed by the members at the previous annual meeting;
17. Make appropriate arrangements for the day-to-day management of WWR's legal and governance obligations; and
18. Perform such other duties as shall from time to time be placed upon them by the Board.

Further Information

For further Information, please email office@worldwheelchair.rugby