

WCF President and Management Committee

Call for Nominations – due by 31st October 2023

A summary of the roles and duties and the nomination procedure

The following extracts from the WCF Statutes and Admin Regulations, pertain to the roles of WCF President and member of the Management Committee. The document explains briefly how these posts are nominated and elected.

For further information, and to submit a nomination, please send an email to the Secretary-General: Debbie Lines

Abbreviations/terminology:

- MC = Management Committee

- Council = made up of representatives from each Member Country. Council vote on decisions put forward by the MC for their consideration.

Admin Regulations - Appendix 2 – Terms of Reference for the President

1. To chair Council email discussion and voting cycles.
2. To chair Council Meetings.
3. To chair and direct the MC.
4. To be responsible for driving the MC to deliver WCF policy.
5. To be the outward senior face of the WCF - the figurehead at international meetings.

Admin Regulations - Appendix 2 – Terms of Reference for the Management Committee (MC)

The MC shall settle urgent questions and have general administrative powers to carry out the work of the WCF and manage its financial affairs on a day-to-day basis, subject to the direction of Council. The role includes condensing issues into a manageable size in order to facilitate Council considering them efficiently and in reasonable timeframes. Its terms of reference are:

1. To implement policy and actions in pursuit of the agreed direction given by Council.
2. To present to Council an annual plan for the following year including a budget.
3. To manage the operating funds according to the budget.
4. To inform Council regularly of progress, activity and issues.
5. To prepare proposals and make recommendations as part of formal Consultations to Council.
6. To distribute to relevant sub-committees the tasks they are to execute, to oversee their activity, to take decisions concerning the reports of these sub-committees, and to forward them to Council.
7. To present to Council recommendations for the admission, the striking off the rolls, or expelling of Members, as well as for any sanctions which might be imposed.
8. To monitor the Statutes with a view to identifying possible improvements for proposal to Council.
9. To maintain and approve all WCF Regulations, subject to ratification by Council.

10. To manage a rolling 10 Year Schedule of events, to solicit bids against this plan once approved by Council, to assess bids and reach formal agreement with the host Member, and to ensure the event is organised according to Statutes and Regulations.
11. To publish the International Sporting Calendar for the year(s) ahead.
12. To gain Council approval for any novel event types not already included in an approved 10 Year Championship Schedule, before soliciting bids.
13. To promptly alert Council should the MC consider that the sporting interests of the WCF are not adequately defended in a particular territory.
14. To appoint or dismiss the Secretary-General.

Statutes - 113 The Management Committee

113.1 The MC shall consist of nine members, including the President, the Secretary-General, the Treasurer and six other members.

113.2 A member of the MC is not a representative of any Member when acting for the WCF and is required to act and decide in what they judge to be the best interests of the WCF and the Games as a whole.

113.3 The MC shall operate in accordance with the WCF Administration Regulations.

113.4 The MC shall decide all urgent matters and shall have general administrative powers to carry on the work of the WCF and to govern its financial affairs, subject always to the right of Council to amend or reverse any decision taken.

113.5 The MC shall appoint an Event Sub-Committee for each WCF Event which shall act on behalf of the MC in relation thereto unless it decides or is directed by the MC to refer a matter to the MC for approval.

113.6 Routine matters shall be dealt with by the Secretary-General who shall keep the MC informed of such matters and how they have been resolved. Any matter which, in the opinion of the Secretary General, cannot be properly so resolved shall be referred to the MC or, in relation to a WCF Event, to the Event Sub-Committee.

Admin Regulations – Clause 2 Management Committee

Management Committee - principles of operation

2.1 The decisions taken by the MC are subservient to WCF Statutes and Regulations.

2.2 Membership of the MC and the election process are defined by Statute 114.

2.3 The President shall chair the MC. The S-G shall deputise in his absence.

2.4 The MC will normally seek consensus on all issues, but should a vote be necessary then a simple majority of the current MC membership will be required, e.g. if 8 or 9 members, a proposal attaining 5 Yes votes is carried.

2.5 Communications shall be mainly by electronic means – email and conferencing – and formal decision-making shall be by email vote. The process is elaborated in Appendix 1;

2.6 As soon as a majority have approved or declined a proposal, the decision is taken and can be published and/or acted upon.

2.7 Where the opportunity arises, a face-to-face MC meeting may be held. Whether quorate or otherwise, no binding formal decisions shall be made at these meetings. Absent members shall have the opportunity to comment on the issues raised by email prior to a decision being reached.

2.8 Cabinet responsibility: MC members are free to express dissenting opinions in public but should not actively campaign against MC decisions.

2.9 Correspondence received by the S-G will be acknowledged promptly and dealt with according to the Correspondence Policy in Appendix 1.

2.10 The MC will operate according to a policy of openness and transparency, according to the Statement of Intent in Appendix 1.

2.11 Internal discussions of the MC will be subject to the Privacy of Discussions policy in Appendix 1, while the conclusions will be openly recorded in accordance with Regulation 2.10.

Nomination and Election Process – *relevant extracts from the Statutes*

114 ELECTION OF OFFICERS

114.1 The Council shall elect:

114.1.1 a President for a four-year term who will be a member of the MC ex officio and eligible for re-election for one further four-year term.

114.1.3 The Council shall elect six other members of the MC for four-year terms who will be eligible for re-election without restriction on the number of terms that they may serve.

114.2 Frequency of elections

114.2.1 An election for the office of President shall take place every four years or at shorter intervals if necessitated by resignation.

114.2.3 An election for membership of the MC shall be held every year when required by retirements or resignations.

114.3 Nominations

114.3.1 The Secretary-General shall call for nominations to fill vacancies arising for the offices of President or Treasurer or for membership of the MC by email to all Members by the end of September in the year in which an election is required.

114.3.2 Candidates for these offices may be nominated by Full or Associate Members.

114.3.3 All nominations for these offices must be authorised in writing or by email by the candidate and by an appropriate officer of the nominating Member. Nominations must be accompanied by a brief résumé of the candidate's personal details and objectives and must be received by the Secretary-General not later than the end of October.

Note: Election – if there are more candidates than open positions, there will be a Council Election. The process for this will be circulated should it become necessary.

Candidates are recommended to do the following before applying:

- *Familiarise yourself with the current WCF Business Plan document: <https://worldcroquet.org/wcf-business/business-plans/>*
- *Review the website, especially recent Newsletters published. This will give an idea of the on-going and recent activities of the MC: <https://worldcroquet.org/mainnews/newsletters/>*
- *Review the WCF Statutes and Admin Regulations: <https://worldcroquet.org/wcf-business/statutes-regulations/>*