



Chef de Mission

Areas of Operation

Overall leadership of the Team

Responsible To

The CGCW Board through the CGCW CEO prior to Games and directly to Board via Chairman during Games time

Responsible For

All staff and competitors at the Games. Direct management responsibilities for General Team Manager and will work with General Team Manager to ensure effective resolution of any issues arising with Team, the CGF and Organising Committee at the Games.

General Duties

Pre Games

Development of Games Team policies with the CGCW

Attend CGCW Executive and Council meetings as required

Attend and chair Team Management meetings prior to the Games

Represent the Welsh Team at relevant official functions and to the media as required, including:

- Welsh Team receptions

- Welsh Team press conferences

Contribute to appointment of Team Management staff

Attendance at pre Games Staff training, Team Camps and site recesses as required

Lead Team recce visits

Development of Team spirit

Management of announcement of Team Flag bearers

During Games

Represent the Welsh Team at relevant official functions and to the media wherever appropriate including:

- Team receptions

- Team press conferences

Chair Team management meetings at the Games

Represent the CGCW Team at the Chef de Mission meetings and to Games organisers as required.

Liaison with Games organisers regarding operational issues

Team support at events and victory ceremonies

Host VIP and sponsor interaction with the Team

Ensure implementation of CGCW policies and procedures

Maintenance of Team spirit and Team conduct in accordance with Team Member agreement and Code of Conduct and management of any issues arising

Selection of Flag bearer for closing ceremony

Post Games

Production of reports on preparation and outcomes for future reference and planning

Attend all post Games CGCW functions as required

Place within the Structure

The Chef de Mission will lead the Team working closely with the General Team Manager on appropriate issues. Part of General Team Management.

Time commitment

The candidate for Chef de Mission should expect to commit the time equivalent of two days a month for 2012 and first half of 2013. Then the time commitment would rise to the equivalent of one day a week for the second half of 2013 and all of 2014. The Chef would also be expected to participate in at least two visits to Glasgow. At Games time it is likely the Chef will be in Glasgow for five to six weeks working full time.