



## **Head of Delegation Job Description**

### **Description:**

The Head of Delegation is the leader of the Kitchener or Waterloo ICG Delegation responsible for the management and supervision of the Delegation from the time of departure to the time of return.

### **Qualifications:**

- Prepared to commit the necessary time to the planning process for the Games.
- Commitment to creating an environment where the athletes can compete and maximize the ICG experience.
- Proven leadership skills.
- The ability to encourage team building and group cohesion.
- A team player, with the ability to work well with others.
- The ability to interpret change, and respond effectively.
- Effective communication skills (written and verbal).

### **General Purpose of the Position.**

The Head of Delegation's primary role is to:

- Provide overall leadership to the Delegation.
- Support and promote the Delegation by creating an on-site environment for athletes and coaches conducive to achieving positive results and enjoyment of the Games.
- Encourage and motivate the members of the Delegation, providing services through creative and innovative leadership thinking.
- Act as the spokesperson for the KW ICG Delegation.

## **Head of Delegation Responsibilities:**

### **PRE GAMES**

- Attend Delegation meetings as scheduled.
- Participate in Delegation fundraising activities.
- Maintain a file with copies of all delegates' personal documents in a secure location.
- Develop and maintain trip itinerary with Delegation's Itinerary Committee.
- Provide parents/guardians with itinerary, communication plan, Games information.
- Communicate with the coaches and other volunteers about Games rules, code of conduct, schedules etc.

### **DURING GAMES**

- Carry securely copies of each athlete's passport (and visa if required), health insurance, and any additional documentation necessary for the destination/location of the Games.
- Provide leadership for the Delegation during travel and at the Games
- Ensure safety and security of all Delegation members during travel and at the Games in conjunction with coaches and appropriate authorities.
- Communicate with the Games Host City officials
- Provide City Flags to the host city officials for the opening ceremony
- Attend applicable meetings during the Games – City Rep, Head of Delegation, Sport rules etc
- Represent the Delegation as required at official Games functions
- Ensure discipline and enforcement of code of conduct for all Delegation members
- Advocate on behalf of Delegation members during the Games if any issues, concerns, errors etc occur
- Abide by all Games protocols and code of conduct.

## **POST GAMES**

- Prepare report for KW ICG Board with details of the Games, issues arising, suggestions for improvement..
- Return all confidential documentation to the KW ICG Board for filing, and/or shredding.
- Return city flags to City Halls representatives.