

Triathlon QLD Technical Committee Terms of Reference and Roles and Responsibilities



1. Context

Triathlon QLD has had a Technical Committee (TQTC) for a number of years with responsibility for decisions relating to the operations of the TQ technical program and to provide advice to the TQ board on technical matters for the sports of Triathlon and Multisport events.

2. Roles and Responsibilities

The Technical Committee is not a policy making committee but assists the Executive Director of Triathlon Queensland by providing guidance and advice in relation to the technical program and how the program can continue to evolve to be a best practice program through continuous improvement. The committee will have the following responsibilities:

- Provide advice to the Executive Director of TQ on the current performance of the Technical program and ways in which the program can be improved.
- Receive and provide feedback from to and from Triathlon Australia in relation to the Technical program.
- Provide advice on initiatives aimed at providing professional development pathways for officials and the overall development of the Technical program.
- Establish a process to ensure that there is an open and accountable process for the appointment of qualified and proficient officials in an equitable manner that provides opportunities for a broad cross section of officials.

3. Authority

The Technical Committee has authority to perform the responsibilities as outlined within this charter. The Technical Committee does not have authority to commit to expenditure or enter into contractual arrangements on behalf of TQ.

4. Composition

The Technical Committee will consist of up to seven to eight (7-8) members as follows:

- Six (6) members of TQ who are deemed to be current Technical Officials. A Technical Official is deemed to be current if they have officiated in at least three (3) events in the most recently completed season.
- One or two (1-2) members, the TQ Executive Director and/or a TQ Board member appointed by the Executive Director and TQ Board.
- * Not included as a committee member but attending meetings and acting as secretary and treasurer, the TQ Technical and Sanctioning Officer.

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5. Nominations and Committee Chair

- Nominees for the committee will be called for annually by the Executive Director through an Expressions of Interest process.
- Each committee member is expected to serve a two (2) year term. Once that term is completed, they are eligible to nominate again for up to a total of two (2) terms – 4 years in total. After one (1) year off the committee any previous members are able to renominate.
- Nominees for vacant committee positions will be sent to the TQ Board for selection along with recommendations by the TQ Committee.
- At the end of each season, committee members who have completed their two (2) year terms and choose to renominate, will be among the nominations from the eligible technical official pool up for selection by the TQ Board.
- The committee will appoint one of their own to the position of Chair. This appointment will be performed annually at the start of each season once the full committee has been selected and are in attendance. Each committee member is to email the ED with their vote for Chair prior to the announced closing date.

6. Meetings

The committee will meet a minimum of eleven times per year to be timed around the beginning of each month. The committee can be convened in addition to the minimum specified as determined by the Chair of the panel or on request of the Executive Director. Meetings will be held via Skype with one meeting per season to be held at a location convenient to the majority at a suitable date.

7. Conflicts of Interest

Members of the committee will be required to disclose conflicts of interest at the commencement of each meeting.

8. Minutes

The Secretary of the panel will ensure that Minutes of the meeting are recorded and are circulated to the Board representative within 10 working days of a meeting. The Executive Director or elected panel board member will include a brief report to the TQ board at the next meeting of the board.

Tim Harradine

Chief Executive Officer
