

Position Description

Position Title: Board Director

Version Date: 15 August 2016

Triathlon Queensland is the governing body for the sport of triathlon in Queensland. It is a member of Triathlon Australia and is recognised by the Queensland Government as the State Sporting Organisation for triathlon.

The Triathlon Queensland Board is established under Clause 26 of the Triathlon Queensland Constitution as a competency-based board comprised of up to six Interested Directors and two Independent Directors who collectively have the skills, knowledge, experience and attributes to effectively govern the organisation.

Primary purpose of the Board

- To govern the sport of triathlon in Queensland
- To develop the strategic direction of triathlon in Queensland and to guide the implementation of Triathlon Queensland's Strategic Plan
- To review and report on the financial and operational performance of Triathlon Queensland

Key responsibilities of Board members

1. Governance

- Guide the development of appropriate policies to define the parameters within which the organisation should operate
- Identify key risks to the organisation across a range of areas including operational, financial, legal and regulatory responsibilities
- Monitor risk and compliance management frameworks and systems
- Appoint and evaluate the performance of the Executive Director
- Oversee and guide organisational change

2. Strategy

- Identify and critically assess strategic opportunities and risks/threats for triathlon and sport generally
- Develop effective strategies to support the long term vision for Triathlon in Queensland
- Provide direction on the strategic use of information management and information technology
- Provide direction on communications, marketing, branding and business systems, practices and improvement
- Engage and communicate with stakeholders in the triathlon and broader sport community

3. Financial and Operational Performance

- Ask questions and challenge management and peer directors on decisions and activities in a constructive manner
- Review and monitor the performance of management in meeting agreed goals and objectives
- Analyse key financial statements
- Critically assess financial viability and performance
- Contribute to financial planning
- Oversee budgets and the efficient use of resources
- Oversee government and commercial funding arrangements and accountability

Experience and Qualifications

It is expected that Directors will have:

- Relevant qualifications and experience in one or more business disciplines including:
 - Marketing including Content/Digital Marketing
 - Technology including ICT strategy
 - Commerce

- Law
- Finance
- Risk Management
- Human Resources

It is desirable, but not required for Directors to have:

- An understanding of the Queensland sport environment and the role and contribution of a State Sporting Organisation
- An understanding of member-based organisations and the expectations of members, participants, volunteers and clubs

Skills and Personal Attributes

It is expected that Directors will have the ability to:

- Demonstrate general business acumen and provide guidance, experience and/or an opinion outside of functional discipline
- Listen to and constructively and appropriately debate the viewpoints of other people
- Develop and deliver cogent arguments
- Present information clearly and convincingly
- Negotiate outcomes and influence others to agree with those outcomes, including an ability to gain stakeholder support for the Board's decision
- Critically analyse complex and detailed information, readily distill key issues and develop innovative approaches and solutions to problems
- Be ethical and self-aware