

# Position Description

**Position Title:** Board Director  
**Version Date:** September 2021

Triathlon Australia is the governing body for the sport of triathlon in Australia. It is a member of World Triathlon and is recognised by the Australian Sports Commission (ASC) as the National Federation representing Triathlon.

Triathlon Australia is a national sporting organisation with the purpose of enabling more people to enjoy more triathlon and multisport experiences in more places. Our vision is to create a happier, healthier and more connected nation through these experiences. Triathlon Australia has three strategic priorities:

**A sport for everyone** – Making triathlon and multisport easier to access, more relevant and more rewarding for more people of all backgrounds, ages, genders, sexual orientations and ability levels.

**Winning when it matters** – Performance driven, athlete focused, optimised and supported programs.

**Working in harmony** – Working together, through aligned structures, systems and behaviours, to grow an industry leading national sports business.

The Triathlon Australia Board is established under Clause 26 of the Triathlon Australia Constitution as a competency-based board comprised of up to six elected and three appointed directors who collectively have the skills, knowledge, experience and attributes to effectively govern the organisation particularly in an environment of significant organisation change.

**Key issues the Board are addressing in addition to normal fiduciary duties include:**

- Change in organisation structure for the sport of triathlon in Australia to a more unified model as distinct from the past federated model
- Reviewing and overseeing continuous improvement of the High Performance program
- Ongoing challenges and disruption of COVID-19 on the sport with the impact on state borders, potential events and membership
- Oversight and monitoring of the 2021 – 2025 strategic plan implementation

## Key responsibilities of Board Members

Within the overall responsibility for the effective governance and oversight of Triathlon Australia, Directors are expected to participate actively in the following three areas:

### Governance

- Oversight of the development of appropriate policies within which the organisation should operate
- Ensure compliance with relevant legislation, regulation and legal obligations
- Identify key risks to the organisation across a range of areas including operational, financial, legal and regulatory responsibilities
- Oversight of the development of strategies to mitigate risks
- Monitor risk and compliance management frameworks and systems
- Appoint and evaluate the performance of the CEO
- Oversee and guide organisational change
- To act ethically as a Director of TA in the best interest of the company

## Strategy

- Identify and critically assess strategic opportunities and risks/threats for triathlon and sport generally
- Input into the development of effective strategies to support the long-term vision for triathlon in Australia
- Input into the determination of the strategic use of information management and information technology
- Engage and communicate with stakeholders in the triathlon and broader sport community

## 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
- Provide direction on communications, marketing, branding and business systems and practices

## Experience and Qualifications

The Board is responsible for ensuring that it has a diverse range of skills, knowledge and experience to effectively govern the organisation. Applicants for director positions are required to have the personal qualities and a range of competencies related to the skills below that would enable an effective contribution to the duties and obligations of the Board. A strong understanding of corporate governance, legal duties and financial responsibilities is essential.

### It is expected that Directors will have:

Relevant qualifications and experience in one or more business disciplines is required:

- Governance
- Risk Management
- Human Resources
- Sport High Performance
- Digital Marketing
- Commerce
- Legal
- Finance
- Technology including ICT strategy
- Organisation Change

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

- An understanding of the Australian sport environment and the role and contribution of a National Sporting Organisation
- An understanding of High Performance pathways and performance of a national sport, including Olympic Games, Commonwealth Games and World Championship representation
- An understanding of member-based organisations and the expectations of members, participants, volunteers and clubs

## Skills for the collective Board

- **Information Communication Technology**  
Knowledge and experience in the strategic use and governance of information management and information communication technologies, including information technology strategy, cyber security, personal information privacy and security risk management

- **Strategic**  
An ability to think strategically, identify and critically assess strategic opportunities and threats, and develop effective strategies in the context of the strategic objectives of Triathlon Australia
- **Financial literacy**  
Knowledge and experience in accounting and/or financial management and the ability to interpret and analyse financial statements, critically assess financial viability and performance, contribute to strategic financial planning and oversee budgets and the efficient use of resources, and oversee funding arrangements and accountability
- **Governance**  
Knowledge and experience in best practice corporate governance structures, policies and practices and an ability to apply that knowledge to Triathlon Australia
- **Marketing and communications**  
Experience and/or knowledge of traditional marketing and communications, digital marketing and business development strategies
- **Risk**  
Ability to identify key risks to the organisation including legal and regulatory compliance, and monitor risk and compliance frameworks and systems
- **Commercial/Legal**  
A range of commercial, legal and/or business experience, preferably in not for profit and small to medium enterprises in areas of business systems, practices, development and improvement
- **Sector knowledge and engagement**  
Knowledge, experience and networks across the national sporting industry, including government and key stakeholders within the high performance field

### Key personal qualities

- The ability to constructively challenge and contribute to the development and implementation of strategy
- An open collaborator who fosters a strong culture of respect and trust that contributes to effective strategic thinking and performance management
- An independent thinker and confident leader who operates within a framework of open feedback, strong ethics, integrity and innovation
- An effective communicator and receptive listener who can negotiate and influence Board discussions in a respectful way while maintaining an openness to consensus decision making
- The ability to satisfy yourself that financial information is accurate, and that financial controls and systems of risk management are robust and defensible
- Recognition that a culture of innovation, diversity and inclusion starts at Board level
- A commitment to making oneself available for the role, the values of the organisation and to working respectfully with the stakeholders of the organisation
- Be ethical and self-aware with the ability to work as part of a team