

Triathlon South Australia
Process for board and sub-committee appointments
Process



1. CONSTITUTION

Under the Triathlon South Australia constitution (2012 - section 21.1) the board (committee) are provided the establish sub-committees, and appoint persons to such sub-committees, in line with the respective sub-committee 'Terms of Reference' (ToR).

2. ADVERTISEMENT

The board must advertise any vacancies (as detailed above) in such a manner that:

- The advertisement will expose the vacancy to a suitably wide audience .
- The period for applications or expressions of interest will exceed 14 days.
- The vacancy is described in such a manner that identifies the skills sought

3. ROLE OF THE SECRETARY AND EXECUTIVE DIRECTOR (ED)

The Secretary of the Association and/or the ED shall acts as the 'returning officer' for all applications or EoI (unless otherwise directed) and shall respond to any queries (or refer to the President as appropriate).

4. CRITERIA

The review and assessment of candidates must be completed in line with

- The relevant board / sub-committee ToR
- The skills desired in a complementary composition of the board / sub-committee
- Any known 'retiring' members of the board / sub-committee which may impact 'corporate knowledge' or skill requirements

5. REVIEW OF APPLICATIONS / EoI and RECOMMENDATIONS

Action	For Board appointments	For sub-committees
Review/shortlisting	Secretary, President and ED	ED and relevant chair
Follow-up interviews	Secretary and a board member	President / Board member and ED (or delegate)
Final assessment / recommendations	TSA Governance and Finance Committee	TSA Governance and Finance Committee
Appointment	TSA Board approval	TSA Board approval

In providing a recommendation to the board the ED will provide details of all applicants and the rationale behind the recommendations (this may be done verbally).

6. ENDORSEMENT

This document has been endorsed by the Triathlon South Australia Board on 23rd May 2017 and will be reviewed prior to 31 December 2018.

VERSION CONTROL:

Version	Date	Revised by	Comments
1.0	23.05.2017		