

## Position Description

**Position Title:** Board Director

**Version Date:** August 2015

*Triathlon New South Wales Limited, a public company, is the recognised State Sporting Organisation for the sport of triathlon in New South Wales. It is one of eight State or Territory Triathlon Associations who are members of Triathlon Australia. Triathlon Australia is a member of the International Triathlon Union (ITU) and is recognised by the ITU and the Australian Sports Commission (ASC) as the National Federation representing Triathlon.*

*The Triathlon Australia Board is established under Clause 25 of the Triathlon New South Wales Constitution, is comprised of up to six elected and two appointed 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 New South Wales
- To develop the strategic direction of triathlon in New South Wales and to guide the implementation of the strategic plan
- To review and report on the financial and operational performance of Triathlon New South Wales

### 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 CEO
- Oversee and guide organisational change

## 2. Strategy

- Identify and critically assess strategic opportunities and threats for triathlon and sport generally.
- Develop effective strategies to support the long term vision for Triathlon in New South Wales.
- 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 discipline including:

- marketing
- commerce
- law
- technology
- finance
- risk management
- human resources



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

- An understanding of the Australian 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:

- listen to, and constructively and appropriately debate other people's viewpoints.
- 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 decisions.
- critically analyse complex and detailed information, readily distil key issues, and develop innovative approaches and solutions to problems.

### **Commitment and Expectations**

- The TNSW Board meeting monthly via teleconference (the third Tuesday of each month), and quarterly in person (face to face) in Sydney. These meetings are held on a Saturday.
- Paperwork will be circulated prior to each meetings, and each board meeting is expected to have perused the documents in preparation of the meeting.
- Ad hoc board decisions are made during meetings, and occur via email.