

## Position Description

**Position Title:** Board Director

**Version Date:** August 2020

*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.*

*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 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 the 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 discipline including:
  - sport officiating

- athletic development and high performance
- regional sport
- coaching
- leadership
- 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:

- general business acumen and an ability to provide guidance/experience/an opinion outside of functional discipline
- 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 distill key issues, and develop innovative approaches and solutions to problems
- be ethical and self aware.