

## TERMS OF REFERENCE – TECHNICAL SUB COMMITTEE

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### 1. TITLE

The name of the committee is the NSW Triathlon Technical Sub Committee (TSC)

### 2. PURPOSE

The TSC is established by the Board of NSW Triathlon (Board) to provide guidance and support to the NSW Technical Official Program with the primary goal of supporting the paid employees and providing their expertise and knowledge to assist the Board to fulfil its obligations.

The committee is governed by and operates in accordance with this Terms of Reference, and the NSW Triathlon Constitution.

### 3. SCOPE

The TSC is a Sub Committee, set up and reporting directly through to the NSW Triathlon Board as per Rule 34 in the NSW Triathlon Constitution.

The function of the TSC is to undertake duties, provide advice and recommendations to the Board on matters set out in this Terms of Reference.

The scope of the TSC covers matters relating to Technical Program, Technical Officials and associated policies and procedures relating to these focus areas.

### 4. ROLES / RESPONSIBILITIES

The key responsibilities of the Committee are to:

- Meet monthly to provide insights and guidance to NSW Triathlon staff in determining senior technical team roles for Commercial Events (Technical Delegate, Head Referee, Chief Race Official).
- At any time, flag to the Board any actual or potential issues that might require policy development or improvement.
- Support the ED and NSW Triathlon Employees by working through strategies to increase the quality and quantity of Technical Officials in NSW, development opportunities for the current Officials.
- Provide insight and guidance into the Technical Sub Committee Operational Plan and support employees with delivering against the KPI's.
- Support the NSW Triathlon employees with the delivery of the Technical Forum (held annually), Local and Regional Technical Official courses as outlined in the Operational Plan.

## 5. COMPOSITION

The committee will be endorsed by the NSW Triathlon Board and is made up as such:

- Up to 6 appointees selected after a call for Expressions of Interest.
- The NSW Triathlon CEO and NSW Triathlon employees (non-voting) are considered ex-officio members of the Committee and will play pivotal roles in informing and seeking information from the Committee.
- These committees should consider fair gender representation and providing as much diversity on the committee as possible whilst focusing on the skills required.
- At TSC Meetings, the number of members whose presence is required to constitute a quorum is equal to majority of the number of appointees but, where casual vacancies exist, shall be a minimum of three (3) members.

## 6. PROCESS OF APPOINTMENT

All committee members will be appointed via a panel consisting of the NSW Triathlon Chair (or the Vice-, the NSW Triathlon CEO and NSW Triathlon Manager Technical.

The committee will assess the Expressions of Interest against the following criteria:

- The call for EOI's for interested individuals is to occur in May annually.
- All successful applicants must hold an AusTriathlon / NSW Triathlon Technical Official Accreditation.
- The candidates' skills, experience and knowledge relevant to the field of Technical Officiating including demonstration of a contribution to the program in NSW and Australia.
- Proven leadership as a Technical Officials at commercial events (as demonstrated by having held senior roles or working towards this).
- Ability of candidate to bring diverse perspectives to the subcommittee and demonstrate through actions and behaviours an understanding of and commitment to the program's mission and vision.

## 7. TERMS OF APPOINTMENT

Successful applicants shall hold their position on the committee for three (3) years with two (2) of the six (6) appointees retiring each financial year. Each Appointee can renominate at the conclusion of their term. The process to shift from 2 year terms to 3 year terms for this Sub Committee is outlined in the NSW Triathlon By Laws.

## 8. MEETING REQUIREMENTS AND VOTING

The Committee will predominately meet virtually on the first Tuesday of each month. Committee members must disclose any interests and manage any conflicts whether real or perceived in accordance with good governance principles. Matters will generally be decided by consensus or if consensus can't be reached, by a simple majority of votes from the voting members present.

In the event of a tied vote the decision will be determined to be 'not passed'. Committee members are expected to attend at least 75% of meetings per year

## 9. DOCUMENT HISTORY

<b>Policy Contact and Author:</b>	Adam Wicks CEO	<b>Approving Body:</b>	NSW Triathlon Board
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