

BOARD DIRECTOR POSITION DESCRIPTION

Position Title: Board Director

Triathlon NSW Limited (t/a NSW Triathlon), 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 (STTAs) who are members of AusTriathlon (AusTri). AusTri is a member of the World Triathlon (TRI) and is recognised by TRI and Sports Australia (SA) as the national federation representing Triathlon.

The NSW Triathlon Board is established under Rule 25 of the NSW Triathlon Constitution. It 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.

NSW Triathlon has the desire to ensure fair gender representation amongst the membership of the Board. With that in mind, the NSW Triathlon Board encourages applications from a variety of applicants including all genders, members from both regional and city clubs and a mix of long term and new members.

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 NSW Triathlon.

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 the continued development of 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 disciplines including:

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

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

- An understanding of the Australian sport environment and the role and contribution of the STTA
- 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, 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 *NSW Triathlon* Board meets monthly via teleconference and attendance at the majority of meetings is expected.
- Paperwork will be circulated prior to each meeting and each board member is expected to have read the documents in preparation for the meeting
- Ad hoc board decisions are made outside of meetings and occur via email.