



## Triathlon Ireland

### **INFORMATION & JOB DESCRIPTIONS: Triathlon Ireland Board 2018**

#### **Introduction**

The last decade has seen great progress for the sport of Triathlon in Ireland at all levels. The significant change and growth brings with it many challenges. The Triathlon Ireland Board is responsible for ensuring the strategic future of the organisation and its response to this growth, and development into the future.

#### **Important Information**

- The board members of Triathlon Ireland are required to act first and foremost in the best interests of Triathlon Ireland and the sport nationally at all times, regardless of any regional or club affiliation. A conflict of interest policy and register is maintained.
- Positions of the Triathlon Ireland board require a reasonable time commitment, and this is estimated to be in order of approximately 2-3 hrs/week on average. In addition, the board will meet monthly, equating to twelve meetings throughout the year. A majority of these meetings will be conducted via teleconference, however approximately 3-4 face to face board meetings which will be held throughout the year. These will be held in various locations in The Republic and in Northern Ireland on a rotating basis, in consideration of where the board members are based.
- The Triathlon Ireland CEO will distribute an agenda and board papers in advance of each board meeting, which will include a monthly financial report against the annual budget, and a monthly progress report against the Triathlon Ireland Strategic Plan. This is done to ensure meetings are effective and time efficient.
- Triathlon Ireland maintains Directors and Officers Insurance for the protection of its board members and staff.
- There is no honorarium paid to any Triathlon Ireland board member, however all reasonable expenses (eg mileage and subsistence) associated with board positions will be reimbursed. In instances where board members are required to travel overnight, accommodation will be provided.

## Regional Directors from Leinster

The Regional Representatives on the Board of Triathlon Ireland play a key role in ensuring the Board considers the sport at a regional level when making policy and decisions in the best interests of the sport nationally. The post holder will be required to possess a good knowledge and understanding of the sport in the region that s/he is from.

<b>Reports to:</b>	The Triathlon Ireland Board
<b>Direct reports:</b>	None
<b>Primary function:</b>	To contribute to the Board and co-ordinate the future direction of the organisation
<b>Key Functions</b>	
<p><b>Strategy and Planning:</b> Work with the Triathlon Ireland board and CEO to set future direction of the organisation in the following areas (but not limited to):</p> <ul style="list-style-type: none"> <li>● Organisational Strategy</li> <li>● Corporate Governance and Compliance</li> <li>● Risk Management of the organisation</li> <li>● Growth and Development of the sport</li> <li>● High Performance Excellence</li> <li>● Age group and domestic racing</li> <li>● Sponsorship and commercial activities</li> <li>● Funding and other sporting bodies</li> <li>● Developing the profile of triathlon in Ireland</li> </ul>	
<p><b>Organisational Policy:</b> Work with the Triathlon Ireland board and CEO, develop organisational policy for the smooth internal running of the organisation, including:</p> <ul style="list-style-type: none"> <li>● Membership Structures and Servicing</li> <li>● Events and Race Management Policy</li> <li>● Finance &amp; Audit Policy</li> <li>● Anti-Doping, Child Protection and Risk Management Policy</li> <li>● Consultation and communication</li> </ul>	
<p><b>Performance Management</b> Ensure the performance of Triathlon Ireland by monitoring:</p> <ul style="list-style-type: none"> <li>● The performance of the TI CEO;</li> <li>● The achievement of key objectives within the strategic plan;</li> <li>● The financial performance of the organisation; and</li> <li>● The accountability to the membership for the effective development of the sport and the performance of the Association.</li> </ul>	
<b>Required Skills/Attributes</b>	
High level interpersonal and communication skills	
Relevant Professional Experience outside the sport of triathlon	
A thorough knowledge of the sport of triathlon in the particular region	



**Triathlon Ireland**  
**Board Nomination Form**

**Nominee Details**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

MOBILE PHONE NO: \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

Membership Number: \_\_\_\_\_

(all nominees must be current members of TI)

I have read the "Information and Job Descriptions: Triathlon Ireland Board of Management 2018" document and wish to nominate for the board as follows:

POSITION NOMINATED FOR: \_\_\_\_\_

Nominated By: \_\_\_\_\_ TI Membership No: \_\_\_\_\_

Seconded By: \_\_\_\_\_ TI Membership No: \_\_\_\_\_

- **Please attach a 1-2 page summary of your skills and experience relevant to the role and supporting statement detailing your motivation for applying for the role to this nomination form. This will be provided to the wider membership of Triathlon Ireland for their consideration prior to the election of candidates at the AGM.**

I wish to nominate for the above role, and if elected, agree to act first and foremost in the best interests of Triathlon Ireland and the sport nationally at all times, regardless of any regional or club affiliation. If elected, I agree I will declare any real or potential conflicts of interest to my fellow board members:

SIGNATURE: \_\_\_\_\_ Dated: \_\_\_\_\_