

JOB DESCRIPTION

Board Director

POSITION:

Ordinary Director

RESPONSIBLE TO:

Chair

→ Person Specification

APPLICANTS FOR THE POSITION OF ORDINARY DIRECTOR OF TRIATHLON IRELAND SHOULD MEET THE FOLLOWING PERSON SPECIFICATION:

PERSON SPECIFICATION | *Candidates should have experience and knowledge of one or more of the following skillset groupings:*

Skillset 1

Major Event Management Expertise, Sports Industry Expertise, Club Development Expertise.

Skillset 2

Equality / Diversity Expertise, Mass Participation / Youth Sport Expertise.

Skillset 4

High Performance Systems(any sport) expertise.

Skillset 3

Coach Education; Volunteer Development Expertise.

BEHAVIOURAL COMPETENCIES AND QUALIFICATIONS REQUIRED

A willingness to take direction and advice from the Chair, whilst also feeling confident enough to challenge and listen to alternative views;

Strategic perspective, vision and ability to work positively within a team:

Drive and commitment and the ability to demonstrate this to others;

Strong interpersonal, communication and negotiation skills and the ability to develop effective, sustainable partnerships;

Demonstrate alignment to the Company Values;

A commitment to the sport and the organisation;

→ Responsibilities

FIDUCIARY DUTIES

To act as a Director of Triathlon Ireland (the Company) in the best interests of the Company with honesty and good faith towards its members, employees, partners, funding agencies, sponsors and of the communities within which the Company operates.

To use such personal and professional skills together with such contacts, experience and judgement as they may possess with integrity and independence to optimise both the short and long term performance of the Company and in particular the areas of her/his own portfolio of responsibility.

To play a full part in enabling the Board to arrive at balanced and objective decisions in the performance of its agreed role and functions.

To ensure that the objectives of the Company, as agreed by the Board, are fully, promptly and properly carried out.

DIRECTORS' OBLIGATIONS | *In particular the Director shall:*

Attend all Board meetings called during the year, unless prevented by exceptional circumstances;

Attend the Annual General Meeting and such other General Meetings as may be necessary;

Place on the agenda for meetings of the Board or Committees of the Board any matter relating to the Company's business which the Director considers should be discussed.

BOARD OBLIGATIONS | *The Director will:*

Ensure that the decisions of the Board are fully, promptly and properly carried out;

Challenge and contribute to the development of strategy constructively;

Scrutinise the performance of management in meeting agreed goals and objectives and monitor the reporting of performance;

Satisfy themselves that the integrity of financial information and that financial controls and systems of risk management are robust and defensible;

Ensure that they are consulted upon and participate in: the appointment and dismissal of senior managers; succession planning;

Ensure that they are consulted upon and receive adequate information in a timely fashion about the finances, proposed strategy plans and activities that would have a Material Effect on the Company;

Ensure that they have access to such key managers and professional advisors of the Company as may be required to enable the Director to perform their duties;

Ensure that they fully understand: the business of the Company and its services, the sport and territories in which the Company operates; the roles of staff in the Company; the Company's organisation, structure and methods of working;

Ensure that they understand the views of major funding partners and sponsors;

Attend a comprehensive, formal and tailored induction;

Seek continually to develop and refresh knowledge and skills to ensure any contribution to the Board remains informed and relevant;

Ensure that any concerns which cannot be resolved about the running of the Company or a proposed action are recorded in the Board minutes; on resignation provide a written statement to the Chair, for circulation to the Board, with regard to any such concerns.

PERSONAL OBLIGATIONS | *The Director will:*

Ensure that s/he complies with all his/her obligations as a Director required by law, the Company's Memorandum and Articles of Association, and decisions of the General Meetings;

Obtain independent professional advice at the Company's expense should they consider that this is required in order to enable them to

Discharge their duties as a Director provided that they first obtain the permission (not to be unreasonably withheld) of the Chair who shall promptly report such request to the Board;

Disclose immediately any personal interest in any activity of the Company and take no further part in any Board or committee discussion of the matter;

Accept such outside appointments as shall be agreed by the Board: to be compatible with the Company's demands on the Director's time, and not to be detrimental to the interests of the Company.