

JOB DESCRIPTION

Independent Non-Executive Director – Finance

POSITION:

Independent Non-Executive Director – Finance

RESPONSIBLE TO:

Chair and Board of Directors of the Company

→ Responsibilities

FIDUCIARY DUTIES

1. 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.
2. 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.
3. 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.
4. 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:*

1. Attend all Board meetings called during the year, unless prevented by exceptional circumstances;
2. Attend the Annual General Meeting and such other General Meetings as may be necessary;
3. Act as a member of such Committees of the Board as the Board shall decide, attending all meetings of such Committees unless prevented by exceptional circumstances. Specifically, the Committees for this role include
 - Remuneration Committee,
 - Audit, & Risk Committee;
4. 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:*

1. Ensure that the decisions of the Board are fully, promptly and properly carried out;
2. Challenge and contribute to the development of strategy constructively;
3. Scrutinise the performance of management in meeting agreed goals and objectives and monitor the reporting of performance;
4. Satisfy themselves that the integrity of financial information and that financial controls and systems of risk management are robust and defensible;
5. Ensure that they are consulted upon and participate in: the appointment and dismissal of senior managers; succession planning;
6. 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;
7. 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;
8. 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;
9. Ensure that they understand the views of major funding partners and sponsors;
10. Attend a comprehensive, formal and tailored induction;
11. Seek continually to develop and refresh knowledge and skills to ensure any contribution to the Board remains informed and relevant;
12. 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:*

1. 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;
2. 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;
3. 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;
4. 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.

→ Portfolio Responsibilities

FINANCE | *The Director will:*

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| 1. Review the company's financial plans and monthly management reports and provide informed advice to the Board on financial matters; | management responsible for financial matters; | account of the views of individual directors; |
| 2. Provide advice and counsel to the Company's senior | 3. Ensure financial probity; | 5. Work with the CEO and Executive Team to submit Finance strategies, policies and budgets for approval by the Board. |
| | 4. Report to the Board annually on the effectiveness of Company's financial procedures taking | |

PERSON SPECIFICATION

Applicants for the position of Independent Non-Executive Director – Finance of Triathlon Ireland should meet the following person specification.

INDEPENDENCE

For the purposes of this voluntary position, the person appointed should not hold any other positions in the governance structure of the International Triathlon Union, European Triathlon Union, or Triathlon Ireland.

KEY SKILLS, EXPERIENCE AND QUALIFICATIONS REQUIRED:

A proven track record of success as a key organisational player significantly involved in delivering strategic objectives;	Experience of involvement in an audit committee or similar;	Ability to support, challenge and manage a relationship with other Directors, Committee Members, Volunteers and Staff;
Experience of running a business or working in a Board or similar forums at a senior level, in a commercial, voluntary or public sector context;	Understanding of how to broker partnerships, joint ventures or complex deals;	An understanding and acceptance of the legal duties, responsibilities and liabilities of a Company Director;
Sound knowledge and understanding of business finance demonstrated either by an accountancy qualification or significant financial experience and background;	Experience in company financial strategy and policy development;	Ability to attend key meetings with sponsors and other corporate bodies, together with other Directors and senior staff.
	A sound working knowledge of the sport and the public and private sectors;	
	Able to build and maintain strong, transparent relationships with key stakeholders;	

BEHAVIOURAL COMPETENCIES AND QUALITIES 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;

Selflessness, integrity, objectivity, accountability, openness, honesty and leadership;

A commitment to the sport and the organisation;

A readiness to commit to ongoing personal development and to accept constructive criticism;

Strong intellect and analytical ability;

Innovative thinker and ability to focus on the issues to be dealt with;

Dynamic, enthusiastic and passionate;

Resilience and ability to make things happen;

A willingness to devote the necessary time and effort;

A willingness to be available to all staff for advice and enquiries on an ad hoc basis.