

JOB DESCRIPTION

Vice President

→ Role Outline

Triathlon Ireland is seeking nominations from people with a passion for sport who feel they can contribute to the continued success of one of Ireland's leading National Governing Bodies.

This role offers a great opportunity to make a real difference to people's lives through the power of sport.

The Vice President is a senior board position responsible with the overall board for

- Setting the strategic direction of the organisation
- Agreeing strategic priorities and ensuring these are understood by the executive
- Ensuring that there are clear measures of success around delivery of the agreed strategy
- Checking and challenging the executive in the delivery of our agreed program
- Ensuring the financial health and sustainability of the organisation

The Vice President will also be expected to represent the organisation locally and internationally with members, funding partners, sponsors and international governing bodies.

Outlined below are the duties and obligations of the role.

→ 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.

OBLIGATIONS | *In particular the Vice President 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;

Act as the President in his or her absence, including but not limited to; acting as chair for General Meetings;

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.

Accept appointment as company secretary and in that capacity fulfil all the legal and other duties required by the Articles and the Companies Act.

BOARD OBLIGATIONS | *The Vice President will:*

Ensure the effective action of the board in governing and supporting the organisation, and oversee board affairs, with a specific role in the recruitment process and orientation of new board members;

Ensure the setting of the organisation's strategic directions, including agreeing strategic priorities and ensuring these are understood by the executive;

Establish clear measures of success around delivery of the agreed strategic plan; and to check and challenge the executive performance in meeting agreed goals and objectives;

Oversee company compliance to the Governance Code;

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 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 Vice President to perform their duties;

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

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 Vice President will:*

Ensure that s/he complies with all his/her obligations as a Vice President 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 Vice President 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 Vice President's time, and not to be detrimental to the interests of the Company.

PERSON SPECIFICATION

Applicants for the position of Vice President of Triathlon Ireland should meet the following person specification.

Experience in a senior Board role for a comparable organisation preferably in a Chair or Deputy Chair role (NGB, Not for Profit, Commercial/Corporate);

Detailed knowledge and understanding of the type of work undertaken by the organisation

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;

A commitment to the sport and the organisation;