

TI POSTHOLDERS COMMITTEE
TERMS OF REFERENCE
[TI GOV 035]

Terms of Reference Name	TI Postholders Committee
Policy ID	TI GOV 035
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Editor	CEO/VICE PRESIDENT/OPS MANAGER
Approved By	AWAITING BOARD APPROVAL
Next Review	Q1 2025

Introduction

This Terms of Reference has been developed and approved by the Board of Triathlon Ireland(TI) to ensure the organisation optimises and controls its presence on National and International Committees and Working Groups relating to Triathlon and Sport in general.

The Committee will interact with the Board in relation to the development of its representation strategy, the nomination of Triathlon Ireland candidates for such positions and the position taken on material issues. Such initiatives will be undertaken to enhance the presence of Triathlon Ireland at decision making fora.

Strategic Alignment

This committee shall align to the following Strategic Pillar:

- Partnerships (Foundational)

Committee Membership (Numbers Dependent on Postholders in Role)

The Committee shall comprise of:

- **Committee Chair:** TI President
- TI CEO
- Operations Manager
- All TI Postholders of Recognised National and International Committees, and Working Groups relating to Triathlon and sports in general.

In the absence of the Chair, the Committee may nominate another Board Member to deputise in his/her absence.

The Committee will always be composed of at least one member of either gender with a strategic aspiration towards retaining 40% gender balance.

Reporting

The Chair of the Committee will provide a report to the Board and raise any material issues or concerns. Meeting minutes will be prepared and submitted to the Board.

Members of the Committee who hold national or international positions on

Committees or Working Groups shall provide a written report to each meeting of this committee in relation to the business of their committee or working group and the key decisions taken in the intervening period.

Quorum

At least 50% of the members of the Committee must be present for the meeting to be deemed quorate.

Resolutions and voting

This is an advisory Committee to the Triathlon Ireland Board, which retains control of the nomination process for all external representative bodies.

Recommendations of the Committee to the Board shall be taken by resolution and recorded in the minutes of the meeting at which such a recommendation is passed. Where a consensus cannot be agreed, the Chair may request a vote on a show of hands, in which case each Committee Member shall have one vote.

Meetings:

The Committee will meet at least three times a year. The Chair of the Committee may convene additional meetings as they deem necessary for exceptional circumstances.

One meeting will take place at least 6 weeks prior to the nomination deadlines of the annual World Triathlon & Europe Triathlon Congresses so that attendees can be briefed and discuss resolutions, election candidates and other topics which are included in the agenda of said Congress.

Its meetings may be physically in person or using electronic means. The Committee may also, where necessary, deal with its business by email or other means of written electronic communication.

Papers to meetings shall be circulated at least one week before the date of the meeting.

Responsibilities

The Committee will make recommendations to the The Board and seek guidance from the Board on the following matters:

- advise the Board on National and International matters, in particular relating to gaining influence within World Triathlon/Europe Triathlon through ethical international representation, and sports generally.
- feedback relevant non-confidential background information from international bodies;
- advise on selection, development and training of potential post-holders
- Assist in lobbying for TI nominees for election to key Committees
- support the development of good governance practices on the boards and committees of World Triathlon/Europe Triathlon

The Committee will also periodically review its own effectiveness and report the results of that review to the Board.

Terms of Reference

The Committee's Terms of Reference will be reviewed on a four year cycle by the Board, including a review of membership and relevant skills required.

These Terms of Reference should be accessible on the Triathlon Ireland website

ENDS