

# VICE PRESIDENT

Role Description | 2024

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# TRIATHLON IRELAND

Triathlon Ireland (TI) is the national governing body for the sport of Triathlon, Duathlon and Aquathlon in Ireland, affiliated to World Triathlon and Europe Triathlon.

Our primary responsibility is the development, promotion and safeguarding of the sport of triathlon in Ireland. We do this, in collaboration with our network of strong affiliated clubs, through the sanctioning of triathlon related events throughout Ireland; and through developing systems and structures for athletes of all levels from novice to elite to participate in the sport.

Triathlon Ireland has a non-executive Board who employ a Chief Executive Officer, who in turn manages a team of 20+ professional staff. Beyond this, like many sports, the achievements of the sport are due in no small way to a large number of dedicated volunteer officials, administrators, and coaches. Triathlon Ireland has a Constitution which contains the fundamental rules of its operation.

## OUR VALUES

To strengthen our community, open triathlon to all and to transform lives through swimming, cycling and running.

# OUR MISSION

To deliver a sport that...

- Is vibrant and attractive to all
- Runs brilliant events that captures people's imaginations
- Innovates to grow
- Delivers international success
- Gets the nation moving



## BOARD COMPOSITION

The Board consists of the following Directors:

- The Table Officers (being the President, Finance Director and Vice President) elected by the members at AGM.
- Four (4) Ordinary Directors elected by the members at AGM.
- Two co-opted Independent Directors to compliment the skill set and experience of the Board as it sees fit.

# DIRECTORS 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 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.

**TO ENSURE** that the decisions of the Board are fully, promptly and properly carried out;

**TO 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.





# DIRECTORS DUTIES

## CONTINUED

**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;

**TO ENSURE** that they understand the views of major funding partners and sponsors;

**TO 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;

**TO 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.

# VICE PRESIDENT RESPONSIBILITIES:

## Role Outline:

Triathlon Ireland is seeking nominations from members 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 triathlon.

The Vice President is a senior board position responsible, and carries in tandem with the overall Board responsibility 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
- Check and challenge the executive in the delivery of our agreed program
- Ensure the financial health and sustainability of the organisation

As a Table Officer, the Vice President will also be expected to represent the organisation locally and internationally with members, sponsors and international governing bodies.

Outlined below are the duties and obligations of the role and we encourage interested people to contact us even if you feel you don't meet all the criteria.

## Fiduciary Duties:

- To act as a Vice President 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.

# VICE PRESIDENT RESPONSIBILITIES:

CONTINUED

## Vice President Obligations:

In particular the Vice President shall:

Contribute to and attend the majority of 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 Vice President considers should be discussed.

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

## 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.
- 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 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 President, for circulation to the Board, with regard to any such concerns.



# VICE PRESIDENT RESPONSIBILITIES:

CONTINUED

## 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 of some years in a senior Board role for a comparable organisation ( (NGB, Not for Profit, Commercial/Corporate)  
Detailed knowledge and understanding of the type of work undertaken by the organisation

# VICE PRESIDENT RESPONSIBILITIES:

CONTINUED

## Behavioural competencies and qualities required:

A willingness to take direction and advice from the President 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;

# FURTHER INFORMATION

This position is voluntary and will involve a commitment of approximately 1-2 days per month (inclusive of Board and sub-committee meetings.)

The term of office is four years. All reasonable expenses incurred during the fulfilment of duty will be reimbursed in line with Triathlon Ireland's Finance and Expense Policy.

We are committed to operating a positive and flexible professional environment and will seek to ensure that we remove any barriers to full engagement on our Board.

