



# ORDINARY DIRECTOR

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JOB DESCRIPTION  
2025

## ABOUT 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
- Four (4) co-opted Independent Directors to compliment the skill set and experience of the Board as it sees fit.

# DIRECTOR'S 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;
- 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
  - 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.

## DIRECTOR'S DUTIES (CONTINUED)

- 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;
  - 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.

## ORDINARY DIRECTOR: FINANCE & GOVERNANCE SPECIFIC RESPONSIBILITIES

- 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 Board and the membership at 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.

# ORDINARY DIRECTOR



## QUALIFICATIONS & EXPERIENCE

- Strategic thinking skills.
- Excellent interpersonal skills.
- A sound working knowledge of the sport.
- Awareness and understanding of issues facing sports organisations at domestic and/or international level.

Candidates should have experience and knowledge of one or more of the following skillset groupings:

Skillset 1: Youth Development

Skillset 2: Equality/Diversity/Inclusion

Skillset 3: Triathlon Community(Club/Coach/Technical/Events)

Skillset 4: Leadership & Decision Making

## 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.