



# Technical Committee

## Terms of Reference

The following Terms of Reference shall be reviewed and determined from every three years by the Triathlon Ireland Board in consultation with the Governance Committee.

## Role

The Technical Committee's purpose is to support the development of the sport in Ireland. The Committee is advisory in nature. Its duties are to:

- Prepare resolutions concerning amendments to TI Competition Rules for Board approval
- Advise on curriculum & examinations for the Triathlon Ireland Technical Official Programme
- Ensure implementation of a clear pathway for the development of Technical Officials into national and international event delegate roles working in tandem with the Event Staff Team
- Review impact of proposed international changes on conduct of competition and recommend rule changes for Board approval
- Advise the Triathlon Ireland Board and Staff Team on technical matters and respond to requests from the Triathlon Ireland Board
- Advise on providing Officials for Triathlon Ireland Sanctioned Events
- Promote the welfare and development of Officials;
- Advise specific quality assurance process for officiating at major and national events (including disciplinary procedures).
- Making recommendations to the Board about Technical Official Programme Budget, Strategic Plan and progress against Annual Operational Plan

## Composition/Appointment

- The Committee should be composed of a minimum of 3 and a maximum of 5 members, and must include a gender balance, with at least two members of each gender wherever possible.
- The Board will select a Board Director as Chair for this Committee with appropriate technical and event expertise as per selection process outlined in Board TOR.
- All members must possess the appropriate skills, experience, and knowledge relevant to the Committee's purpose. The Board will appoint members of this Committee with appropriate technical expertise
- At least one person and no more than two people appointed by the Board shall be independent of the Organisation and have appropriate governance and Board level expertise.
- New members of the Committee shall engage in an Induction Process involving the Chair

## Powers/Authority

- The Committee will have full access to all information necessary to undertake its duties.
- The Committee has the power to obtain outside professional advice and, if necessary, to invite outsiders with relevant experience to attend meetings.
- Members of the Committee will serve for a maximum of two (2) terms of two (4) years. Should a vacancy arise on the Committee then the Board shall appoint a qualified person.
- The Committee shall make proposals or recommendations to the Board. The Board will consider recommendations and make a decision.

## Reporting

- The Chair of the Committee will provide a report to the Board following each meeting.
- The Board's Annual Report will include a section outlining the role and activities taken by the Committee to fulfil its actions during the year
- A summary of Committee meeting minutes should be available on the Triathlon Ireland website.

## Procedures

- The Committee will report to the Board following each meeting through the minutes of the meeting being circulated as part of the Board pack.
- The Committee should meet at least quarterly ( 4 times a year) and engage via email and phone conferences where required. Otherwise, it shall regulate its own procedures.
- The Committee's role is advisory rather than supervisory in nature.
- A quorum shall be not less than two members, and any recommendations or advice of the Committee shall be determined by a majority of members present.
- The Committee will receive formal executive support through the CEO (or nominated representative(s)).