



Role Description for each position on the Board of Directors of Welsh Triathlon Ltd.

Position: Board Director of Welsh Triathlon Ltd

Responsible to: The Members of Welsh Triathlon Ltd

Responsibilities:

Fiduciary Duties

1. To act in accordance with the Company's constitution, and to use powers only for the purposes for which they were conferred;
2. to promote the success of the Company for the benefit of its members;
3. to exercise independent judgment;
4. to exercise reasonable care, skill and diligence;
5. to avoid conflicts of interest;
6. not to accept benefits from third parties;
7. to declare to the Company's other directors any interest a director has in a proposed transaction or arrangement with the Company, this is a new duty of disclosure.

Directors' Obligations

8. In particular the Director shall:
 - 8.1. attend all Board meetings called during the year unless prevented by exceptional circumstances;
 - 8.2. act as a member of such Committees of the Board as the Board shall decide, attending all meetings unless prevented by exceptional circumstances;
 - 8.3. place on the agenda for meetings of the Board or Committees any matters relating to the Company's business which the Director considers should be discussed including but not limited to the matters stated to be decided by or referred to the Board.

Board Obligations

9. The Director will:



- 9.1. ensure that the decisions of the Board are fully, promptly and properly carried out;
- 9.2. challenge and contribute to the development of strategy constructively, specifying key outcomes and resources available, and monitor progress of the Company in implementing the strategy;
- 9.3. scrutinise the performance of executive staff in meeting agreed goals and objectives and monitor the reporting of performance;
- 9.4. satisfy him/herself that the integrity of financial information and that financial controls and systems of risk management are robust and defensible;
- 8.4. ensure that s/he is consulted upon and the Board decides the appointment, dismissal and remuneration of senior staff;
- 9.5. ensure that s/he is consulted upon and receives adequate information in a timely fashion about the finances, proposed strategy plans and activities which would have a Material Effect on the Company;
- 9.6. ensure that s/he fully understands:
 - 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;
- 9.7. ensure that s/he understands the views of Welsh Triathlon Members, major funding partners and sponsors;
- 9.8. insist on a comprehensive, formal and tailored induction;
- 9.9. seek continually to develop and refresh knowledge and skills to ensure any contribution to the Board remains informed and relevant;
- 9.10. 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

10. The Director will:



- 10.1. ensure that s/he complies with all his/her obligations as a Director required by law, the Company's Memorandum and Articles of Association, decisions of the Council approved in a general meeting;
- 10.2. obtain independent professional advice at the Company's expense should s/he consider that this is required in order to enable him/her to discharge her/his duties as a Director provided that s/he first obtains the permission (not to be unreasonably withheld) of the Chair who shall promptly report such request to the Board;
- 10.3. 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;
- 10.4. 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.

Additional Portfolio Responsibilities

Development

11. The Director will:
 - 11.1. oversee the delivery of the Board's agreed strategy and policies in respect of Development including membership schemes and services;
 - 11.2. chair meetings of the Welsh Triathlon Development Management Group designed to ensure that the Welsh Triathlon Development Programme meets both Welsh Triathlon's objectives for development and delivery of the sport in Wales, that it is aligned with British Triathlon strategy for Triathlon in the UK, and that good practise is shared between British Triathlon and Welsh Triathlon with efficient and effective deployment of resources.
 - 11.3. chair any sub committees relating to Development or membership;
 - 11.4. attend meetings of representatives of Triathlon England, **triathlon** Scotland and Welsh Triathlon to agree common approaches to membership schemes and services and to ensure cooperation across the three Home Nation's Associations;
 - 11.5. provide the Board with expert advice in the area of Development;



11.6. submit membership strategies, policies and budgets for approval by the Board;

11.7. In consultation with the Welsh Triathlon Development Manager, report to the Board annually on the effectiveness of Company's Development strategy and plans.

Note: Operational and day to day steering of the Development Manager is the responsibility of the Welsh Triathlon General Manager with specialist input from British Triathlon. It is not the remit of this role.

Key skills, experience and qualifications required:

Behavioural competencies and qualities required:

- 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;
- Selflessness, integrity, objectivity, accountability, openness, honesty and leadership (Nolan Principles);
- A commitment to the sport and organisation;
- Dynamic, enthusiastic and energetic;
- Resilience and ability to make things happen;
- A willingness to devote the necessary time and effort;
- A willingness to be an ambassador for the organisation and the sport;

Specific Portfolio skills, experience and qualifications

Development Director

- An in depth knowledge of Sport Development;
- Understanding and experience of developing volunteers.