



## International Relations Committee Terms of Reference

### Introduction

The International Strategy for British Triathlon is serviced by the International Relations Committee which is a Committee of the British Triathlon Board.

The Committee has been established to advise the Board in relation to the development of its international strategy.

### British Triathlon Values

The Committee shall at all times act in a manner of which encapsulates the British Triathlon values:

**We are People Centred:** We openly support & challenge each other, We are customer focused, we nurture communities.

**We Are Ambitious:** We are dynamic, we are innovative and creative, we are passionate about doing our best, we create positive impact.

**We Are Inclusive:** We remove barriers to involvement, we connect people, we have fun, we work in partnership.

**We do What's Right:** We are honest and respectful, we practice clean sport, we are accountable.

### Strategic alignment

The Committee is aligned to the following strategic goals:

- Winning Athletes
- Developing Athletes
- More Participants
- Growing Membership
- Outstanding Events
- Elevated Profile

## Membership

The Committee should consist of members appointed by the Board, including at least two of the following:

- the Chair
- the CEO
- the Senior International Post-holder (SIP)

and including post-holders within World Triathlon and/or Europe Triathlon Boards, Committees, Commissions or Working Groups as appropriate from time to time.

The Committee will be Chaired by the SIP. In the absence of the Chair, the Committee may nominate another Non-Executive Board Member to deputise in their absence.

The secretariat function will be provided by the CEO.

## Reporting

The Committee shall report to the Board as frequently as circumstances require but not less than once a year and make whatever recommendations to the Board it deems appropriate on any area within its remit where action or improvement is needed.

## Quorum

A minimum of three members of the Committee must be present for the meeting to be deemed quorate.

## Resolutions and voting

Decisions of the Committee shall be taken by resolution and recorded in the minutes of the meeting at which such a resolution 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.

Where a consensus cannot be agreed, the matter shall be recorded in the minutes and will be raised to the British Triathlon Board.

## Meetings

The Committee will meet at least two times a year. The Chair of the Committee, the BTF Board, and / or the Chief Executive may request additional meetings to be convened as they deem necessary. One meeting will take place before the annual WT Congress so that attendees can be briefed and discuss resolutions and other topics which are included in the agenda of said Congress.

The Committee may ask any officials of the organisation to attend to assist it with its discussions on any particular matter.

The Committee may ask any or all of those who normally attend but who are not

members to withdraw to facilitate open and frank discussion of particular matters.

Meetings may be physically in person or using electronic means (such as teleconferencing or videoconferencing). The Committee may also, where necessary, deal with its business by email or other means of written electronic communication.

Notices of meetings shall contain information relating to venue, time, date and agenda. Papers to meetings shall be circulated at least one week before the date of the meeting.

The Chair will circulate notes of the Committee meeting and ensure a copy of the minutes is retained online in the designated area for such purpose.

Matters and resolution that require action or discussion from the BTF board shall be reported using the Board Reporting template and outcomes captured in the minutes of the Board meeting.

## Responsibilities

The Committee will:

- Under the direction of the Board, develop, deliver and review a strategy for International relations to meet desired international outcomes; and
- Work in partnership with UK Sport to align BTF International Relations with the wider GB Strategy.

## Terms of reference and Committee effectiveness

The Committee's terms of reference and effectiveness will be reviewed at least bi-annually by the Board and the Committee, including a review of membership and relevant skills and any changes considered necessary must be approved by the Board.

<b>Terms of Reference Name</b>	BTF International Relations Committee
<b>Policy ID</b>	TOR007
<b>Version</b>	3.0
<b>Date Last Reviewed;</b>	March 2021
<b>Editor</b>	Andy Salmon
<b>Approved By;</b>	BTF Board 16 April 2021
<b>Next Review;</b>	April 2023