



## Non-Executive Director - Elite Athlete Representative

### Role Description

**Responsible to:** The Chair and Board of Directors of the Company

Recognising the importance of the elite athletes who represent Great Britain at the highest level in Triathlon as key stakeholders, it is embedded in the Articles of Association of the British Triathlon Federation that there will be an athlete representative on the BTF Board to act on behalf of the elite athletes.

The Representative must have been an active athlete in either Olympic/Paralympic disciplines within the last 4 years. Athletes who have been active in long-distance disciplines during the last 4 years, but who were also active in Olympic/Paralympic disciplines within the last 8 years are also encouraged to apply.

For avoidance of doubt, elite is defined as any athlete operating within a BTF Training Centre and either on the WCPP or contributing to the training environment of athletes on the WCPP.

### Key Functions:

The primary purpose of the role is to chair British Triathlon's soon to be established, Elite Athletes' Commission, ensure regular contact, communication and flow of information both from and to the Athletes and the Board as an additional check and balance between strategy and delivery, and to act as the communication channel between the Athletes (normally via the Athlete Champions) and the Athlete Commission, British Triathlon Federation staff and programme delivery team. This is a key communications role.

### Fiduciary Duties

1. To act as a Director of British Triathlon Federation (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.
2. 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.

3. 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.
4. To ensure that the objectives of the Company, as agreed by the Board, are fully, promptly and properly carried out.

#### **Directors' Obligations**

5. In particular the Director shall:
  - 5.1. attend all Board meetings called during the year, unless prevented by exceptional circumstances;
  - 5.2. attend the Annual General Meeting and such other General Meetings as may be necessary;
  - 5.3. act as a member of such Committees of the Board as the Board shall decide, attending all meetings of such Committees unless prevented by exceptional circumstances;
  - 5.4. place on the agenda for meetings of the Board or Committees of the Board any matter relating to the Company's business which the Director considers should be discussed.

#### **Board Obligations**

6. The Director will:
  - 6.1. ensure that the decisions of the Board are fully, promptly and properly carried out;
  - 6.2. challenge and contribute to the development of strategy constructively;
  - 6.3. scrutinise the performance of management in meeting agreed goals and objectives and monitor the reporting of performance;
  - 6.4. satisfy themselves that the integrity of financial information and that financial controls and systems of risk management are robust and defensible;
  - 6.5. ensure that they are consulted upon and participate in: the appointment and dismissal of senior managers; the appointment and removal of the Company Secretary; succession planning;
  - 6.6. 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;
  - 6.7. 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;

- 6.8. 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;
- 6.9. ensure that they understand the views of major funding partners and sponsors;
- 6.10. attend on a comprehensive, formal and tailored induction;
- 6.11. seek continually to develop and refresh knowledge and skills to ensure any contribution to the Board remains informed and relevant;
- 6.12. 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.

### **Personal Obligations**

#### **7. The Director will:**

- 7.1. ensure that s/he complies with all his/her obligations as a Director required by law, the Company's Memorandum and Articles of Association, and decisions of the General Meetings;
- 7.2. 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 President who shall promptly report such request to the Board;
- 7.3. 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;
- 7.4. 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.

### **Portfolio Responsibilities:**

#### **8. The Director will:**

- 8.1. Maintain regular contact with the world class programme team (coaches and support staff) to gather their views and opinions.
- 8.2. Represent Great Britain's elite triathletes within the BTF Board by providing feedback to the Board, or to the BTF President, CEO, or Performance Director as appropriate;
- 8.3. Work with the Athlete Champions to sustain a two way communication of ideas and information between the elite triathletes and the Athlete Commission.

- 8.4. Ensure excellent communication is maintained between the world class Programme and its athletes, and to provide an athlete perspective on programme activities and policies;
- 8.5. Represent British Triathlon's elite triathletes within other forums where athlete representation is desirable (e.g. UK Sport Programme Reviews);
- 8.6. Maintain regular contact with the ITU Athletes' Representatives ensuring the views of Great Britain's elite athletes are represented internationally;
- 8.7. Maintain an up to date knowledge of international elite competition policies and their impact on Great Britain's elite athletes (e.g. anti-doping rules and procedures, competition rules, selection policies).
- 8.8. Attend BTF Board meetings

**Remuneration:**

The role is unpaid voluntary. Reasonable expenses incurred in delivering the role will be reimbursed in line with current British Triathlon expenses policy.

**Appointment/Term:**

The International Athletes' Representative will be appointed for a period of four years.

**Key skills, experience and qualifications required of candidates:**

In order to perform the role effectively, the following characteristics and skills will be highly valued:

- An up to date knowledge of both the WCPP and the elite "non-Olympic and Paralympic" multisport disciplines;
- Availability and willingness to devote the necessary time and effort to deliver all aspects of the role;
- Able and willing to be available to all elite athletes for advice and enquiries on an ad hoc basis;
- Ability to command the respect of the athletes and have good relationships with the majority of elite international triathletes and multisport athletes representing Great Britain, as well as an ability to communicate easily with them and represent their views to the BTF Performance Team, CEO and Board;
- Ability to understand the wider context in which the WCP exists and form a balanced view when issues arise;
- At the time of appointment, active involvement in Olympic or Paralympic sport as a senior elite competitor during the previous four years;
- Strong interpersonal, communication and negotiation skills and the ability to develop effective, sustainable partnerships;
- High emotional intelligence (e.g. to know when to hold information confidential or how to present it and to whom);
- Respectful of others and open to different points of view;
- A strategic perspective, vision and ability to work positively within a team;
- Drive and commitment and the ability to demonstrate this to others;

- Selflessness, integrity, objectivity, accountability, openness, honesty and leadership (the Nolan principles of public life);
- A commitment to the sport and the British Triathlon Federation and its Home Nation Associations;
- Strong intellectual and analytical ability, and an ability to focus on the issues to be dealt with;
- Dynamic, enthusiastic, innovative and energetic personality;
- Resilience.