

**Independent Non-Executive Director, Duty of Care**

**Job Description**

**Position:** Independent Non-Executive Director – Duty of Care

**Responsible to:** TheChair and Board of the British Triathlon Federation

**Responsibilities:**

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 judgment 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 their 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.

Director’s Obligations

1. In particular the Director shall:
   1. attend all Board meetings called during the year, unless prevented by exceptional circumstances;
   2. attend the Annual General Meeting and such other extraordinary General Meetings as may be necessary;
   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;
   4. request of the Chair and Chief Executive to place any matter relating to the Company's business, which the Director considers should be discussed on the agenda for meetings of the Board or Committees of the Board.

Board Obligations

1. The Director will:
   1. ensure that the decisions of the Board are fully, promptly and properly carried out;
   2. challenge and contribute to the development of strategy constructively;
   3. scrutinise the performance of management in meeting agreed goals and objectives and monitor the reporting of performance;
   4. satisfy him/herself that the integrity of financial information and that financial controls and systems of risk management are robust and defensible;
   5. ensure that s/he is consulted upon and participates in the appointment and dismissal of the Chief Executive and other senior managers; the appointment and removal of the Company Secretary; succession planning;
   6. ensure that s/he is consulted upon and receives adequate information in a timely fashion about the finances, proposed strategy plans and activities that would have a Material Effect on the Company;
   7. ensure that s/he has access to such key managers and professional advisors of the Company as may be required to enable the Director to perform his/her duties;
   8. 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. ensure that s/he understands the views of major funding partners and sponsors;
   10. attend a comprehensive, formal and tailored induction;
   11. seek continually to develop and refresh knowledge and skills to ensure any contribution to the Board remains informed and relevant;
   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

1. The Director will:
   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;
   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 his/her 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;
   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;
   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

**Duty of Care**

In 2017, the UK Government invited Baroness Tanni Grey-Thompson to conduct an independent review into Duty of Care in Sport. In this report, Baroness Grey-Thompson adopted a broad definition of Duty of Care to “cover everything from personal safety and injury, to mental health issues, to the support given to people at the elite level”. The full report can be found here:

<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/610130/Duty_of_Care_Review_-_April_2017__2.pdf>

There is not currently a universal definition of Duty of Care. In essence, duty of care means that a sports body needs to take such measures as are reasonable. in the circumstances to ensure that individuals will be safe to participate in an activity to which they. are invited to or which is permitted. The British Triathlon Duty of Care strategic roadmap covers the key areas of equality & diversity, safeguarding and physical & mental health across all athlete pathways from participation to elite performance and includes all those involved in delivering or supporting our sport.

1. The Director will:
   1. chair the BTF Duty of Care Committee in alignment with the committee’s Terms of Reference, seeking ongoing alignment and consistency between home nation representation
   2. review and advise on the company’s Duty of Care strategy.
   3. provide informed advice to the Board on Duty of Care issues
   4. provide advice and counsel to the Company’s senior management responsible for Duty of Care matters;
   5. report to the Board on the effectiveness of Company’s Duty of Care activity, and progress towards our organization goals.
   6. work closely with the BTF Non-Executive Director, Athlete Representative, to support the work of the BTF Athlete Commission; ensuring alignment with the BTF Duty of Care principles;
   7. exercise independent governance over that part of the activities of the Performance Director and Head of Business and Age Group Operations, as related to all aspects of Duty of Care.

***Person Specification***

Applicants for the position of Independent Non-Executive Director – Duty of Care - of the British Triathlon Federation should meet the following personal specifications.

***Independence***

**A** person is independent if they are free from any close connection to the organisation and if, from the perspective of an objective outsider, they would be viewed as independent. A person may still be deemed to be ‘independent’ even if they are a member of the organisation and/or play the sport. Examples of a ‘close connection’ include:

1. they are or have within the last four years been actively involved in the organisation’s affairs, e.g. as a representative of a specific interest group within the organisation such as a sporting discipline, a region or a home country;
2. they are or have within the last four years been an employee of the organisation; or
3. they have close family ties with any of the organisation’s directors or senior employees.

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

* A proven track record of success as a key organisational player significantly involved in delivering strategic objectives in areas related to duty of care;
* Experience of running a business or working in a Board or similar forums at a senior level, in a commercial, voluntary or public-sector context;
* Understanding of sporting pathways and the various related duty of care considerations;
* A background in a relevant discipline/career with experience at both operational and strategic levels;
* Strong knowledge and experience of aspects related to duty of care;
* Able to build and maintain strong, transparent relationships with key stakeholders;
* Ability to support, challenge and manage a relationship with other Directors, Committee Members and Staff;
* An understanding and acceptance of the legal duties, responsibilities and liabilities of a Company Director.

***Behavioural competencies and qualities required:***

* A willingness to take direction and advice from the Chair, whilst also feeling confident enough to challenge and listen to alternative views;
* Alignment to the organisation values;
* 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;
* Strong intellectual and analytical abilities;
* innovative thinker and ability to focus on the issues to be dealt with;
* Dynamic, enthusiastic and energetic;
* Resilience and ability to make things happen;
* A willingness to devote the necessary time and effort;
* A willingness to be available to staff for advice and enquiries on an ad hoc basis.