



BRITISH TRIATHLON

ROLE DESCRIPTION

POSITION:	Chair of the Board of Trustees of the Triathlon Trust
RESPONSIBLE TO:	The Board of Trustees of the Triathlon Trust and the Board of Directors of the British Triathlon Federation
RENUMERATION:	Voluntary

RESPONSIBILITIES:

Fiduciary Duties

1. To act as a Director of the British Triathlon Foundation Trust (the Company) in the best interests of the Company, with honesty and in good faith towards its Members, employees, principal funding partners, 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 to optimise both the short-term and the long-term financial stability of the Company with integrity and independence.
3. To play a full part in enabling the Board of Trustees (the Board) to arrive at balanced and objective decisions in the performance of its agreed role and functions, ensuring effective contribution of all members.
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 Chair shall:
 - 5.1. attend all Board meetings called during the year unless prevented by exceptional circumstances.
 - 5.2. attend the Annual General Meeting.
 - 5.3. act as a member of such Committees of the Board as the Board shall decide, attending all meetings unless prevented by exceptional circumstances.
 - 5.4. work in conjunction with the secretariat to place on the agenda for meetings of the Board or Committees any matters relating to the Company's business which the Chair considers should be discussed, including, but not limited to, the matters stated to be decided by or referred to the Board.



Board Obligations & Responsibilities

6. To act as Chair of the Board of the Company in such a way as to:

- 6.1. run the Board and, in conjunction with the secretariat, set its agenda. The agenda should take full account of the issues and the concerns of all Trustees (Directors) and include recommendations of Board sub committees and other activities outside the Trustee meetings, which serve to inform Board consideration and decisions. Agendas should be forward looking and concentrate on strategic matters.
- 6.2. ensure that the members of the Board receive accurate, timely and clear information, about the organisation's performance, to enable the Board to take sound decisions, monitor effectively and provide advice to promote the success of the organisation.
- 6.3. ensure effective communications with British Triathlon and the Home Nation governing bodies and ensure that the members of the Board develop an understanding of the views of the sport.
- 6.4. manage the Board to ensure that sufficient time is allowed for discussion of complex or contentious issues, where appropriate arranging for informal meetings beforehand to enable thorough preparation for the discussion in the board meetings. It is particularly important that Directors have sufficient time to consider critical issues and are not faced with unrealistic deadlines for decision-making.
- 6.5. work with the British Triathlon Chief Executive and Nominations Committee on recruitment and succession planning of the Board.
- 6.6. take the lead in providing a properly constructed induction programme for new Directors that is comprehensive, formal, and tailored, facilitated by the company secretary.
- 6.7. work with the company secretary in identifying and meeting the development needs of individual Directors. It is the responsibility of the Chair to address the development needs of the Board as a whole, with a view to enhancing its overall effectiveness as a team.
- 6.8. ensure that the performance of individual Directors and of the Board as a whole and its Committees is evaluated from time to time as appropriate, and formally on an annual basis.
- 6.9. encourage active engagement by all the members of the Board.
- 6.10. ensure that the Board makes balanced and objective decisions in the performance of its agreed role and functions.
- 6.11. ensure that all matters discussed and agreed by the Board are properly recorded in the minutes.
- 6.12. ensure high standards of financial probity by the Company.
- 6.13. ensure that the Board is given any information that any Director requires, even if such information would not normally reach the Board.
- 6.14. ensure that members of the Board develop an understanding of the views of the Home Nation governing bodies and of the Company's major funding partners.
- 6.15. ensure that the Board are kept properly informed on all important matters; maintain close contact with the company secretary so as to be aware of all major risks.
- 6.16. ensure that the Board are kept properly informed of progress towards the fulfilment of the Company's strategy, budgets, and forecasts.
- 6.17. ensure the proper consideration and fixing of all aspects of remuneration of members of staff (if applicable).

7. In particular, the Chair shall:

- 7.1. chair meetings of the Board.
- 7.2. attend meetings of sub-Committees of the Board as appropriate.



- 7.3. maintain outside contacts with the sport's funding partners, sponsors and potential investors, assisted and advised where appropriate by the British Triathlon Chief Executive, and act as spokesperson for the Board.
- 7.4. undertake, as requested by the Board and to the extent of their agreed level of availability, specific tasks inside or outside the Company to further the presentation of the Company and its objectives.
- 7.6. 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
- 7.7. be available to the Member(s) of the Company.

Personal Obligations

8. In particular, the Chair will:
 - 8.1. ensure that they comply with all obligations as a Director required by law, the Company's Articles of Association, and decisions of General Meetings.
 - 8.2. 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 Chair and Director provided that they first obtain the permission of a majority of the Board.
 - 8.3. 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.
 - 8.4. 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.
 - 8.5. be available for discussion with any member of the Board.

PERSON SPECIFICATION

Applicants for the position of Chair of the Triathlon Trust should meet the following personal specifications.

Key skills, experience and qualifications required:

- Experience as a Director, or Trustee in either commercial or voluntary or public-sector context
- Recent experience of chairing boards, committees, and meetings.
- Established reputation as a leader and strategic thinker in either commercial or voluntary or public-sector context.
- Significant experience of operating at a senior level in a strategic capacity.
- A sound working knowledge of the sport of triathlon and the public and private sectors.
- Ability in partnership working and relationship management.
- Able to build and maintain strong, transparent relationships with key stakeholders.
- Ability to support, challenge and manage a relationship with the British Triathlon Chief Executive and Board Members.
- Experience of speaking in public and to the media.

Behavioural competencies and qualities required:

- Passion for the work of the Company.
- 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.
- A commitment to the Values & Behaviours of British Triathlon.
- Selflessness, integrity, objectivity, accountability, openness, honesty, and leadership (Nolan Principles).
- A commitment to the sport and organisation.
- Strong intellect and analytical ability; 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 an ambassador for the organisation and the sport.