



Independent Non-Executive Director - Commercial

Position:	Independent Non-Executive Director - Commercial
Responsible to:	The Chair and Board of the British Triathlon Federation
Remuneration:	Voluntary with reimbursement of travel and other reasonable expenses
Term:	Four years with an option to serve an additional term of four years

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

5. In particular the Director shall:
 - 5.1. attend all Board meetings called during the year, unless prevented by exceptional circumstances. The Board normally meets four times per annum with meetings lasting approximately three hours. Meetings tend to take place in Loughborough but also in other parts of England, Scotland and Wales from time to time. Additional Board meetings are convened on a needs basis and often take place virtually and tend to last one hour and be in the evening;
 - 5.2. attend the Annual General Meeting and such other extraordinary 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. 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;

5.5 act as a champion of the British Triathlon Values:

- Inclusive;
- People Centred;
- Ambitious;
- Do What's Right

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 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 the Chief Executive and other relevant 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 a comprehensive 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 Chair, for circulation to the Board, with regard to any such concerns.

Personal Obligations

7. The Director will:

- 7.1. ensure that they comply with all 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 Chair 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

Commercial

8. The Director will:

- 8.1. review and advise on the company's commercial strategy (including but not limited to brand partnerships, broadcast and merchandise) and provide informed advice and support to the Board on business development;
- 8.2. provide advice and counsel to the Company's senior management responsible for commercial matters in diversifying and increasing the Company's commercial opportunities and deal propositions;
- 8.3. suggest ways to develop and launch new revenue generation and commercial opportunities in line with the company purpose, values and strategy;
- 8.4. report to the Board on the effectiveness of Company's commercial strategy, taking account of the views of the other individual directors;
- 8.5. Chair the BTF Commercial Committee, ensuring the involvement of each Home Nation organisation.

Person Specification

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

Independence

The person appointed to this role must be 'Independent', defined as follows:

"Independent Director" means a person who is 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:

- a) 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;
- b) they are or have within the last four years been an employee of the organisation; or
- c) they have close family ties with any of the organisation's directors or senior employees.

Key skills, experience and qualifications

- A proven track record of success as a key organisational player, significantly involved in delivering strategic commercial objectives;
- Prior board experience is not essential and we will provide support and develop new Board members with the ambition, talent and commitment to enable us in our goals;
- A background in commercial with experience at both operational and strategic levels;
- Strong experience in stakeholder engagement;
- A sound working knowledge of sport and the public and private sectors;
- 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 of sport and sponsorship would be beneficial;
- An understanding and acceptance of the legal duties, responsibilities and liabilities of a Company Director.

Behavioral competencies and qualities

- Alignment with the British Triathlon organisational values;
- an inclusive leadership style and demonstrable commitment and track record of promoting diversity and inclusion;
- A willingness to take direction and advice from the Chair, whilst also feeling confident enough to challenge and listen to alternative views;
- 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 relevant staff for advice and enquiries on an ad hoc basis.