



Role

Position: **Chair of the Board of Directors, Welsh Triathlon Ltd**

Responsible to: The Members of Welsh Triathlon Ltd

Role Summary: Welsh Triathlon is the National Governing Body for the sport of triathlon, duathlon and aquathlon in Wales. With the vision of **making Wales the proud home of triathlon** the organisation is striving towards the key strategic objectives of: (1) taking positive action to enable everyone in the community to enjoy the sport; (2) proactively supporting the development and growth of our membership, clubs and workforce; (3) facilitating amazing events loved by everyone; (4) developing performance athletes, coaches and officials to represent us on the world stage; (5) and being recognised as a high performing organisation.

We are seeking an individual with exceptional leadership qualities to Chair the Welsh Triathlon Board and lead this high performing and ambitious organisation through an exciting and progressive chapter. This will involve working with a Board and Executive team to devise and implement strategy, vision and mission. The key responsibilities of this exciting role are outlined below.

Key Responsibilities:

Fiduciary Duties

1. To act as a Director of Welsh Triathlon Ltd (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 judgement as s/he may possess with integrity and independence to optimise both the short- term and the long-term financial performance of the Company.
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 Chair shall:

- 5.1. Attend all Board meetings called during the year unless prevented by exceptional circumstances;
 - 5.2. Act as a member of such Committees of the Board as the Board shall decide, attending all meetings unless prevented by exceptional circumstances;
 - 5.3. Place on the agenda for meetings of the Board or Committees any matters relating to the Company's business which the Chair considers pertinent including but not limited to the matters stated to be decided by or referred to the Board.
6. To act as Chair of the Board of Welsh Triathlon in such a way as to:
- 6.1. Ensure that the Board takes balanced and objective decisions in the performance of its agreed role and functions with especial reference to the governance recommendations contained in the various codes of conduct recommended from time to time:

Setting a strategy for the future of the business;

Recruiting and retaining the people the Company needs to implement that strategy;

Ensuring that those people deliver against the strategy;

Ensuring that the Company has or can obtain the necessary resources having regard to the obligations of members of the Board to further the interests of the members of Welsh Triathlon;

Ensuring that key and appropriate issues are discussed by the Board in a timely manner, that appropriate decisions are made and that all matters discussed and agreed by the Board are properly minuted and recorded;
 - 6.2. Ensure high standards of financial probity by the Company;
 - 6.3. Ensure that the Board are kept properly informed on all important matters.
7. In particular the Chair shall:
- 7.1. Provide leadership to the Board ensuring that all members make a full contribution to the Board's affairs and that the Board acts as a team;
 - 7.2. Chair meetings of the Board and settle the agenda for each meeting and ensure that such meetings are convened; in particular the agenda should contain details of all sub-committee meetings and all matters reserved for Board consideration and that all meetings are run competently, that all discussion and decision making is democratic and all Board members are able to participate in meetings;
 - 7.3. Chair meetings of those sub committees of the Board of which s/he is, or may become, a member unless the Board appoints some other Director for that purpose.

8. In particular the Chair will:

8.1. Ensure that the financial and other decisions of the Board are fully, promptly and properly carried out;

8.2. Ensure that the Board makes clear what powers it reserves for itself and what it has delegated to staff and/or committees;

8.3. Ensure that strategies, plans and policies relating to the finances and proposed activities which would have a material effect on the Company are proposed for the Board's approval in a timely fashion and ensure that they are implemented by staff or Committees;

8.4. Ensure that the Board is consulted about and receives adequate information in a timely fashion about any matter which would have a material effect on the Company and, if thought necessary, authorise any announcement to members giving details of such matters;

8.5. Ensure that the Board is given any information that any Director requires, even if such information would not normally reach the Board;

8.6. Ensure that members of the Board develop an understanding of the views of the Company's major funding partners;

8.7. Ensure that the Board has adequate opportunities to meet on a regular basis and evaluate the senior managers of the business;

8.8. Ensure that new Directors receive a full, formal and tailored induction on joining the Board and regularly update and refresh their skills and knowledge;

8.9. Ensure that all the members of the Board are given every opportunity to acquire sufficient knowledge and understanding of the Company's business to enable them to make informed judgements;

8.10. Identify and meet the developmental needs of individual Directors and address the developmental needs of the Board as a whole with a view to enhancing its overall effectiveness;

8.11. Ensure that each member of the Board has the necessary freedom and opportunity to express her/his views;

8.12. Be available for discussion with any member of the Board;

8.13. Maintain close contact with senior staff so as to be aware of all major events and problems and of progress towards the fulfilment of the Company's strategy, budgets and forecasts;

8.14. Take the initiative in, and ensure the Board decides the appointment, dismissal and remuneration of senior staff;

8.15. Maintain outside contacts with the sport's funding partners, sponsors, potential investors and the public, assisted and advised where appropriate by the senior staff and act as spokesman for the Board;

8.16. Undertake, as requested by the Board and to the extent of his/her agreed level of availability, specific tasks inside or outside the Company to further the presentation of the Company and its objectives;

8.17. 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;

8.18. Conduct an annual review of the outcome of the activities of the Board and its Committees in order to present a report thereon to the Board; ensure that the performance of individual directors is evaluated at least once a year.

Personal Obligations

9. In particular the Chair will:

- 9.1. Ensure that s/he complies with all her/his obligations as a Director required by law, the Company's Memorandum and Articles of Association, and decisions of the members approved in a General Meeting;
- 9.2. Obtain independent professional advice at the Company's expense should s/he consider that this is required in order to enable her/him to discharge her/his duties as a Chair and Director provided that s/he first obtains the permission of a majority of the Board of Directors;
- 9.3. 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;
- 9.4. 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;
- 9.5. Line manage senior staff employed by Welsh Triathlon;
- 9.6. Act as guide, philosopher and friend to individual members of the Board and any officers of the Company.

Person Specification

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

Key skills, experience and qualifications required:

- Experience as a Director, Trustee or Committee Member 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 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 senior staff and Board Members;
- Experience of speaking in public and to the media.

Behavioural competencies and qualities required:

- 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 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;
- A willingness to be available to all staff for advice and enquiries on an adhoc

basis