



Role Description for each position on the Board of Directors of Welsh Triathlon Ltd.

Position: Director of Performance Welsh Triathlon Ltd

Responsible to: The Members of Welsh Triathlon Ltd

Responsibilities:

Fiduciary Duties

1. To act in accordance with the Company's constitution, and to use powers only for the purposes for which they were conferred;
2. to promote the success of the Company for the benefit of its members;
3. to exercise independent judgment;
4. to exercise reasonable care, skill and diligence;
5. to avoid conflicts of interest;
6. not to accept benefits from third parties;
7. to declare to the Company's other directors any interest a director has in a proposed transaction or arrangement with the Company, this is a new duty of disclosure.

Directors' Obligations

8. In particular the Director shall:
 - 8.1. attend all Board meetings called during the year unless prevented by exceptional circumstances;
 - 8.2. act as a member of such Committees of the Board as the Board shall decide, attending all meetings unless prevented by exceptional circumstances;
 - 8.3. place on the agenda for meetings of the Board or Committees any matters relating to the Company's business which the Director considers should be discussed including but not limited to the matters stated to be decided by or referred to the Board.

Board Obligations



9. The Director will:

- 9.1. ensure that the decisions of the Board are fully, promptly and properly carried out;
- 9.2. challenge and contribute to the development of strategy constructively, specifying key outcomes and resources available, and monitor progress of the Company in implementing the strategy;
- 9.3. scrutinise the performance of executive staff in meeting agreed goals and objectives and monitor the reporting of performance;
- 9.4. satisfy him/herself that the integrity of financial information and that financial controls and systems of risk management are robust and defensible;
- 8.4. ensure that s/he is consulted upon and the Board decides the appointment, dismissal and remuneration of senior staff;
- 9.5. ensure that s/he is consulted upon and receives adequate information in a timely fashion about the finances, proposed strategy plans and activities which would have a Material Effect on the Company;
- 9.6. 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;
- 9.7. ensure that s/he understands the views of Welsh Triathlon Members, major funding partners and sponsors;
- 9.8. insist on a comprehensive, formal and tailored induction;
- 9.9. seek continually to develop and refresh knowledge and skills to ensure any contribution to the Board remains informed and relevant;
- 9.10. 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



10. The Director will:

- 10.1. ensure that s/he complies with all his/her obligations as a Director required by law, the Company's Memorandum and Articles of Association, decisions of the Council approved in a general meeting;
- 10.2. 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 her/his 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;
- 10.3. 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;
- 10.4. 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.

Additional Portfolio Responsibilities

Performance

11. The Director will:

- 11.1. oversee the delivery of the Board's agreed strategy and policies in respect of Performance comprising the development and delivery of an effective talent pathway in Wales and the delivery of the Welsh Commonwealth Games Triathlon Team;
- 11.2. chair meetings of the Welsh Triathlon Performance Management Group designed to ensure that the Welsh Triathlon Performance Programme meets both Welsh Triathlon's objectives for Performance in Wales, that it is aligned with British Triathlon's Performance Strategy, and that good practise is shared between British Triathlon and Welsh Triathlon with efficient and effective deployment of resources;
- 11.3. chair Welsh Triathlon Team and Performance Programme selection committees;
- 11.4. represent Welsh Triathlon on the British Triathlon Performance Committee;



- 11.5. Council for Wales; attend meetings of the Commonwealth Games
- 11.6. of Performance; provide the Board with expert advice in the area
- 11.7. cooperate with British Triathlon's performance programme personnel and take advice from British Triathlon's performance staff on performance and selection issues;
- 11.8. submit Performance strategies, policies and budgets for approval by the Board;
- 11.9. In consultation with the Welsh Triathlon Performance Development Coach, report to the Board annually on the effectiveness of Company's Performance strategy and plans.

Note: Operational and day to day steering of the Performance Development Coach is the responsibility of the Welsh Triathlon General Manager with specialist input from British Triathlon. It is not the remit for this role.

Key skills, experience and qualifications required:

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;
- 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;

Specific Portfolio skills, experience and qualifications

Performance Director

- An in depth knowledge of Performance Sport and the key attributes of an effective talent pathway;



- An ability to communicate with and to develop relationships with elite athletes, coaches and support staff.