

CALL FOR NOMINATIONS - APPOINTED BOARD MEMBERS

Triathlon Western Australia is seeking nominations from interested and suitably qualified individuals to fill the following Board Positions.

- Appointed Director Position concluding at the TWA AGM in October 2023 and;
- Casual Vacancy Position concluding at the TWA AGM in October 2022.

One of the above appointed directors (based on skills and experience) will be provided with the Treasurer Portfolio. Additional requirements for this position include.

- Monthly financial report to TWA Board
- Assistance with end of year external audit process
- Signature to Triathlon WA Accounts
- Member of the Audit and Risk sub-committee

Triathlon Western Australia (**TWA**) is the State Sporting Organisation responsible for the development, promotion and governance of the sport of triathlon throughout Western Australia. TWA is a not for profit organisation which is governed by the Board of TWA. TWA is one of eight State Associations, which make up the membership of the national body, Triathlon Australia.

TWA's vision is to inspire Western Australian's to embrace triathlon as a lifestyle, recreation or sporting pursuit and we will do this by growing, strengthening and connecting the triathlon community through membership, clubs, programs and major events.

To ensure that the Board has the right balance of skills to effectively lead the organisation into the future, TWA is seeking nominations from individuals with a range of qualifications, skills and experience, as outlined in the attached position description. It is also desirable for the Board to encompass diversity in aspects such as gender, age, background and perspective.

TWA is committed to gender diversity within all levels of the sport in Western Australia, including a balanced representation of gender within its leadership. Females interested in a unique opportunity to contribute at a strategic level to Triathlon WA are strongly encouraged to nominate for the vacant Board positions.

HOW TO NOMINATE

Nominations for the position of Appointed Board Member need to be;

- In writing, on the attached nomination form and
- Delivered (in person or electronically) to Executive Director of Triathlon WA at the address below, before **12 noon Tuesday 19 October 2021**.

By email to:

Executive Director

Email: ashleigh.apps@wa.triathlon.org.au

Or in Person to

Triathlon Western Australia

EXECUTIVE DIRECTOR

Beatty Park, 220 Vincent Street, NORTH PERTH, WA, 6006

Ph: 08 9443 9778 Office hours 9:00am – 5:00pm Monday-Friday ONLY

For more information, please contact Ashleigh Apps, Executive Director, TWA on 08 9443 9778 or ashleigh.apps@wa.triathlon.org.au

POSITION DESCRIPTION – APPOINTED BOARD MEMBERS

1. PURPOSE OF THE POSITION

Triathlon WA (**TWA**) is in search of 2 experienced candidates, with skills that align with the strategic direction of the organisation and complement the current skill mix of the Board.

Board members contribute to the overall governance activities of the Board, including providing input on the matters of corporate strategy, policy formulation and implementation, Executive Director performance, as well as oversight of the financial performance, risk management and compliance.

The Board plays an important role in the continued progression, improvement, and growth of the sport in WA.

2. ORGANISATION CONTEXT

TWA was established in 1986 as the governing body to oversee and promote the progress of the sports of Triathlon, Duathlon, Aquathlon and Multi-Sport in WA.

TWA is a non-profit organisation and is affiliated to the national governing body, Triathlon Australia. A sport once seen as extreme is now accessible to everyone with introductory distances for novice competitors from 200m swim, 6km bike 2km run, right through to the Iron distance.

We focus on encouraging a strong club membership structure which allows for our 2000 strong membership to train within a community of like-minded people. A key focus for us is to promote and capitalise on the health and lifestyle benefits that come from taking part in triathlon - the physical, social and mental benefits.

TWA offers a rewarding environment for members of the Board, dedicated and passionate staff, inclusive culture and a genuine appetite for change, challenge and growth. We want others who share our passion for a healthy lifestyle to join our executive ranks and help us in our pursuit of excellence.

3. ACCOUNTABILITIES

As a Board member, you will be expected to participate as a member of the Board in:

- Ensuring effective governance of the organisation;
- Formulation of the organisation's strategic direction;
- Reviewing, approving and monitoring the strategic plan and annual budget;
- Monitoring and assessing performance of the organisation;
- Development of Board policies;
- Ensuring compliance with the legal requirements;
- Monitoring of risks facing the organisation;
- Monitoring the performance of the Executive Director;
- Involvement with Board sub-committees;
- Identifying skills required by the Board and considering potential candidates;
- Attending all Board meetings called during the year, unless prevented by exceptional circumstance;
- Attending the annual general meeting and other extraordinary general meetings, as may be necessary.

4. QUALIFICATIONS AND/OR EXPERIENCE

The TWA Board on recommendation from the Board Nominations Committee is calling for nominations from candidates who have demonstrated experience in the skill sets listed below.

We are seeking suitably qualified candidates with either of the following skill sets;

Skill Set A: Finance, Accounting or Audit.

Experience or skills include but not limited to;

- Financial planning and budgeting
- Preparing and interpreting financial reports
- Finance and investment
- Knowledge and experience with accounting practice and standards
- Financial processes and controls

This appointed director will be responsible for the Treasurer Portfolio.

Skill Set B: Stakeholder and Media engagement

Experience or skills include but not limited to;

- Media relations/influence
- Communication/ social media strategy
- Crisis communications
- Political relations/engagement
- Member engagement

Skill Set C: Other desirable skills

- Director Qualification/ AICD Member
- Previous Board Experience
- Regional Sport Engagement
- Change Management
- Connection to Triathlon WA Community

Interested candidates are required to demonstrate experience in **EITHER** Skill Set A or B. Additional skills met in Skill Set C is highly desirable.

5. CONDITIONS

- Nominees must be over 18 years of age
- Nominees for Appointed positions on the Board must declare any position they hold in an Affiliated Club, including as an office bearer, director or a paid appointee.
- Nominees must complete a Board Nominations Form provided by TWA and submit to the Executive Director by the advertised closing date.
- All positions as a Board Member (Elected and Appointed) are voluntary and not remunerated.
- Appointed Board Members must declare their interest in any contractual, selection, disciplinary or other matter in which a conflict of interest arises or may arise, and will absent themselves from discussions of that matter and will not be entitled to vote in respect of that matter.
- In compliance with current legislation, all candidates Elected and Appointed to the Board, where applicable, may be asked to provide a Working with Children (**WWC**) Check. If exempt from a WWC Check candidates may be required to apply for National Police Clearance for Volunteers. Your nomination to the Board indicates acceptance of this condition.
- Board meetings are held on a monthly basis (the last Wednesday of the month), starting at 6:00pm at the TWA Office in North Perth.
- Appointed Board Members must become member of TWA.

NOMINATION FORM – APPOINTED BOARD MEMBER

NOMINEES DETAILS

Name of Nominee: _____

Address: _____

Contact Number: _____

Email Address: _____

TA Membership: Yes No

Nominations must be received prior to 5:00pm **12 noon Tuesday 19 October 2021.**

by email to:

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Or in Person to

Triathlon Western Australia

EXECUTIVE DIRECTOR

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NOMINEE INFORMATION

In 500 words or less, please summarise your skills, experience, and qualifications on how you meet the required skill sets outlined in **Skill Set A or B** (outlined in the position description above).

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In 100 words or less, please summarise any other skills sets, experience, and qualifications that contribute to the role on the TWA Board.

PERSONAL STATEMENT: in 100 words or less, please provide details of why you are applying for this role on the TWA Board (i.e. what prompted you to nominate for the Board and what you feel you can contribute to the Board).

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NOMINEE AGREEMENT & CONSENT

I, _____ (the nominee) by signing below, confirm that I am willing to accept this nomination and I have read, understood and accept the conditions contained in Point 5 of the TWA Board Member Position Description.

Signed: _____

Print Name: _____

Date: _____

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Please note that this nomination will be invalid unless this form has been fully completed.