

## CALL FOR NOMINATIONS - ELECTED BOARD MEMBERS

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

- Two (2) Elected Board Positions commencing in October 2023 (following the TWA AGM on 21 October)

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 (8) State Associations, which make up the membership of the national body, Triathlon Australia.

TWA's vision is to inspire Western Australians 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. This supports best practice as outlined in the Australia Sports Commission's Sport Governance Principles.

The sport of triathlon in Western Australia continues to be enjoyed by all genders. With this in mind, Triathlon WA is seeking a Board that well represents the triathlon community. The Department of Local Government, Sport and Cultural Industries (DLGSC) continues to support State Sporting Associations to achieve and benefit from gender-balanced leadership. There is compelling research that links gender-balanced Boards with organisational benefits including productivity, engagement, innovation and performance. The DLGSC Women in Leadership Targets require boards to have 50% women on their board. For boards with an uneven number of Board members, the final position can be male or female. The target is required to be maintained as part of good governance practices by the board. Triathlon WA therefore encourages nominations from women and will have regard to these targets in any advice regarding suitability for election and appointment of Directors.

People from a diverse range of experience and backgrounds are encouraged to nominate. This may include, but is not limited to the following considerations:

- people identifying as Aboriginal or Torres Strait Islander
- persons with a disability that is ongoing
- people from culturally and linguistically diverse backgrounds
- currently living in a regional location in Western Australia

## POSITION DESCRIPTION – ELECTED BOARD MEMBERS

### 1. PURPOSE OF THE POSITION

Triathlon WA (**TWA**) is in search of two (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 Ironman distance.

We focus on encouraging a strong club membership structure which allows for our 2,000+ 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 is calling for nominations from candidates who have demonstrated experience in the skill sets listed below.

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

##### **Skill Set A: Diversity and Inclusion**

Experience or skills include but not limited to;

- Indigenous engagement
- Knowledge of disability sport
- Regional WA knowledge
- Sport integrity management
- Minority group engagement

##### **Skill Set B: Human Resources / People and Culture**

Experience or skills include but not limited to;

- HR Policy development
- Best practice HR management systems
- Workplace Health and Safety
- Executive Coaching/Mentoring

##### **Skill Set C: Information Technology (IT)**

- IT systems/Digital technology
- Communications systems
- Knowledge/data management
- Sport technology
- Cyber security

##### **Skill Set D: Legal**

Experience or skills include but not limited to;

- Legal Acumen
- Negotiating/Contract Management
- Dispute resolution/mediation

In addition to the above, Board Members should have experience within;

- Strategic Planning,
- Governance,
- Risk Management and
- Financial Management

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

## 5. CONDITIONS

- Nominees must be over 18 years of age
- Nominees for Appointed/Elected 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 the Board Nomination Form provided, which is submitted to the Executive Director by 5:00pm AWST 29 September 2023 via email: [olivia.birkett@wa.triathlon.org.au](mailto:olivia.birkett@wa.triathlon.org.au)
- All positions as a Board Member (Elected and Appointed) are voluntary and not remunerated.
- Appointed/Elected 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 Floreat.
- Appointed/Elected Board Members must become a member of TWA.

## HOW TO NOMINATE

All current financial members of TWA will be emailed nomination information, including the attached form which enables candidates to prepare their nomination.

Nominations for the position of Elected Board Member need to:

- Complete the attached Nomination Form – Elected Board Member, including:
  - Signed by two current members;
  - Complete all sections; and
  - Attach the candidates CV.
- Submit via email no later than **5:00pm Friday, 29 September 2023**

For more information, please contact Olivia Birkett Executive Director, TWA on 08 9443 9778, mobile phone 0404 833 134 or email [olivia.birkett@wa.triathlon.org.au](mailto:olivia.birkett@wa.triathlon.org.au)

## ELECTION PROCESS

Once nominations close, all candidates will be reviewed by the Nominations Committee.

The Board may opt for electronic ballot or in-person voting methods. This will be communicated to all candidates.

## NOMINATION FORM – ELECTED BOARD MEMBER

### NOMINEES DETAILS

Name of Nominee: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

TA Membership:  Yes  No If yes, TWA Member #: \_\_\_\_\_

### MEMBERS SIGNATURES

ALL Nominations must be signed by 2 Individual Members of the Association

**Member to Sign:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

TWA Member #: \_\_\_\_\_

**Member to Sign:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

TWA Member #: \_\_\_\_\_

Nominations must be received prior to **5:00pm AWST Friday, 29 September 2023.**

By email to:

Executive Director

Email: [olivia.birkett@wa.triathlon.org.au](mailto:olivia.birkett@wa.triathlon.org.au)

Or in person to:

Triathlon Western Australia

EXECUTIVE DIRECTOR

SportHQ, 203 Underwood Avenue, FLOREAT WA 6014

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

**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 or C or D (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).**

**CV/Resume: Please attach your CV/Resume to your board nomination.**

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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: \_\_\_\_\_

Nominations must be received prior to **5:00pm AWST Friday, 29 September 2023.**

By email to:

Executive Director

Email: [olivia.birkett@wa.triathlon.org.au](mailto:olivia.birkett@wa.triathlon.org.au)

Or in person to:

Triathlon Western Australia

EXECUTIVE DIRECTOR

SportHQ, 203 Underwood Avenue, FLOREAT WA 6014

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