

## CALL FOR NOMINATIONS - APPOINTED BOARD MEMBER

**Triathlon Western Australia is seeking nominations from interested and suitably qualified individuals to fill two (2) Appointed Board positions.**

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 that make up the membership of the national body, AusTriathlon.

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

TWA has a Board of up to five elected and four appointed directors, who set the strategic direction and oversee the organisation. The Board is made up of elected and appointed individuals, who have a range of qualifications, skills and experience and 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. In addition to the Board, there is a team of staff, led by the Executive Director, who are employed by Triathlon WA.

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 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.

There are currently TWO (2) appointed vacancies for the TWA Board.

### HOW TO NOMINATE

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

- In writing, on the attached nomination form and
- Delivered to Executive Director of Triathlon WA at the address below, before **5pm, Tuesday 7 May 2024**

By email:

[executive@wa.triathlon.org.au](mailto:executive@wa.triathlon.org.au)

In Person:

EXECUTIVE DIRECTOR

Triathlon Western Australia

SportHQ

203 Underwood Ave, Floreat

Office hours 9:00am – 5:00pm Monday-Friday ONLY

For more information, please contact:

Executive Director

Mel Farley

08 9443 9778

[mel.farley@wa.triathlon.org.au](mailto:mel.farley@wa.triathlon.org.au)

## POSITION DESCRIPTION – APPOINTED BOARD MEMBER

### 1. PURPOSE OF THE POSITION

Triathlon WA is in search of an experienced candidate, 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

Triathlon Western Australia (TWA) was established in 1986 as the governing body to oversee and promote the progress of the sports of triathlon and multisport in WA. TWA is a non-profit organisation and is affiliated to the national governing body, AusTriathlon.

A strong club membership structure allows the 2000 strong membership to train within a community of like-minded people. A key focus is to promote the health and lifestyle benefits that come from taking part in triathlon - the physical, social and mental benefits. A sport once seen as extreme is now accessible to everyone with introductory distances for kids and novice competitors right through to the Iron distance.

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 assist in the 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; and
- Identifying skills required by the board and considering potential candidates.
- Attend all board meetings called during the year, unless prevented by exceptional circumstance.
- Attend the annual general meeting and such 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.

**Skill Set A: Audit & Risk**

Experience or skills include but not limited to;

- Risk Management & Compliance
- Financial Management
- Auditing

**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 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 ideally have the following experience;

- Director Qualification/ AICD Member
- Previous Board Experience
- Strategic Planning
- Governance

#### 5. CONDITIONS

- Nominees must be over 18 years of age
- Nominees for Appointed position 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 Board Nominations Form provided by Triathlon WA and submit to the Executive Director by the advertised closing date.
- 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 such matter and will not be entitled to vote in respect of such matter.
- All Appointed Board Members hold office for a two-year term and may serve a maximum of ten (10) years.
- In compliance with current legislation, all candidates elected to the board, where applicable may be asked to provide a Working with Children (WWC) Check. If exempt from the WWC 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 Triathlon WA Office in Floreat.
- Appointed Board Members must become member of Triathlon Western Australia.

## 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 **Tuesday 7 May 2024**

By email:

[mel.farley@wa.triathlon.org.au](mailto:mel.farley@wa.triathlon.org.au)

In Person:

EXECUTIVE DIRECTOR

Triathlon Western Australia

SportHQ

203 Underwood Ave, Floreat

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, with a minimum of 2 skill sets from column A (outlined in the position description above).**

**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).**

**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 Director 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.