

EOI TO JOIN TWA BOARD COMMITTEES – APRIL 2024

Triathlon Western Australia is seeking expressions of interest (EOI) from interested and suitably qualified individuals to fill roles on the following Board Committees:

- **Audit and Risk Committee**
- **Nominations Committee**
- **Technical Reference Panel**

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, AusTriathlon.

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.

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 both TWA members and independent 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.

The Board is seeking to rebuild the Committee structure that supports the work of the organisation. Each of the Committees has a defined Terms of Reference, including the roles and responsibilities of the Committee. They all have the ability to make recommendations to the Board, however are not decision making authorities in their own right. The Committees will tend to meet 3-4 times per year, in line with key events or timeframes of the Board.

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
- people of all genders
- currently living in a regional location in Western Australia

COMMITTEE DESCRIPTIONS

AUDIT AND RISK COMMITTEE

The Triathlon Western Australia Audit and Risk Committee is a subcommittee appointed by the Board, that assists the Triathlon WA Board in fulfilling its oversight responsibilities relating to:

- Preparation and integrity of the Organisation's financial accounts and statements.
- Internal controls, policies and procedures that the Organisation uses to identify and manage business risks.
- Organisation insurance activities.
- Qualifications, independence, engagement, fees, and performance of the Organisation's external auditor.
- External auditor's annual audit of the Organisation's financial statements.
- Organisation's compliance with legal, regulatory requirements and compliance policies.

NOMINATIONS COMMITTEE

The Triathlon Western Australia Nominations Committee is a subcommittee that provides advice and recommendation to the Triathlon WA Board (TWA).

The committee aims to oversee and monitor the Board's performance, succession planning, and the election and appointment process of Board candidates. The Committee will incorporate the Sport Australia 'Sport Governance Standards', the Department of Local Government Sport and Cultural Industries (DLGSC) board gender targets and relevant legislation into their remit.

TECHNICAL REFERENCE PANEL

The Triathlon Western Australia Technical Reference Panel is a subcommittee that provides advice and recommendation to the Triathlon WA Board (TWA).

The primary function of the Technical Reference Panel is to provide expertise in relation to the technical program and how the program can continue to evolve to be a best practice program through continuous improvement.

CONDITIONS

- Nominees must be over 16 years of age
- Nominees must submit the completed Nomination Form to the Executive Director by 5:00pm AWST Tuesday 7 May 2024 via email: mel.farley@wa.triathlon.org.au
- All positions as a Committee member are voluntary and not remunerated.
- Committee 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 Committee Members, 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 Committee indicates acceptance of this condition.
- Committee Meetings are usually held in person at the TWA Office in Floreat, however venues may change and attendance via Teams video calls are also an option. Most Committees will meet 3-4 times per year.

HOW TO NOMINATE

Candidates need to:

- Complete the attached Nomination Form
- Submit via email no later than **5:00pm Tuesday 7 May 2024**

For more information, please contact the Executive Director, TWA on 08 9443 9778 or email mel.farley@wa.triathlon.org.au

APPOINTMENT PROCESS

Once nominations close, all candidates will be reviewed by the relevant Committee Chair, the President and/or the Executive Director. The Committee Chairs will make a recommendation to the Triathlon WA Board, who will make the final decision.

Please note, nominations for the following Committees will be sought later in 2024

- Athlete and Advisory Committee
- Diversity and Inclusion Committee

EOI FORM – COMMITTEE MEMBER

NOMINEES DETAILS

Name of Nominee: _____

Address: _____

Contact Number: _____

Email Address: _____

TA Membership: Yes No If yes, TWA Member #: _____

Which Committee do you want to join:

- Audit and Risk Committee**
- Nominations Committee**
- Technical Reference Panel**

Nominations must be received prior to **5:00pm AWST Tuesday 7 May 2024**

By email to:

Executive Director

Email: mel.farley@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 100 words or less, please summarise any other skills sets, experience, and qualifications that contribute to the role on the Committee.

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