

CALL FOR NOMINATIONS – APPOINTED BOARD MEMBERS - 2025

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

- One (1) Appointed Board Position commencing in March 2025
- One (1) Appointed Board Position commencing by June 2025

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 create a happier, healthier and more connected community through triathlon and multisport experiences in Western Australia by growing 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.

Triathlon in Western Australia continues to be enjoyed by all genders. With this in mind, TWA is seeking a Board that represents the triathlon community appropriately. There is compelling research that links gender-balanced Boards with organisational benefits including productivity, engagement, innovation and performance. The Department of Local Government, Sport and Cultural Industries (DLGSC) continues to support State Sporting Associations to achieve and benefit from gender-balanced leadership. The DLGSC Women in Leadership Targets require boards to have 50% women on their board. The target is required to be maintained as part of good governance practices by the board. For boards with an uneven number of Board members, the final position can be male or female. In TWA's case, this means a gender split of 5/4. **TWA 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
- people currently living in a regional location in Western Australia

POSITION DESCRIPTION – APPOINTED BOARD MEMBER

1. PURPOSE OF THE POSITIONS

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 suitably qualified candidates who have demonstrated experience in any of the skill sets listed below.

Skill Set A: Marketing and Sponsorship

Experience or skills include but not limited to;

- Marketing and Brand Strategy
- Digital Media Experience
- Sponsorship Acquisition

Skill Set B: Stakeholder/Media Engagement

Experience or skills include but not limited to;

- Political Relations
- Government Relationship/Engagement
- Member/Customer Engagement
- Media Connections

Skill Set C: Business and Commercial Management

Experience or skills include but not limited to;

- Legal Acumen
- Negotiating/Contract Management
- Dispute resolution/mediation
- Financial Acumen – financial processes, Not-for-Profit financial management, interpreting reports
- Change Management

Skill Set D: 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

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

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

Previous Board Experience and Director Qualification/ AICD Membership would be highly regarded.

Interested candidates are required to demonstrate experience in at least one of the above skill sets. Additional skills listed above are highly desirable.

5. CONDITIONS

- Nominees must be over 18 years of age
- Nominees must complete the Board Nomination Form provided, which is submitted to the Executive Director by the closing date.
- All positions as a Board Member (Elected and Appointed) are voluntary and not remunerated.
- 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.
- All 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 Appointed to the Board 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 usually held on a monthly basis (the last Wednesday of the month), starting at 6:00pm at the TWA Office in Floreat.
- Appointed Board Members **must** become a member of TWA, if not a member at the time of nomination

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 Appointed Board Member need to:

- Complete the attached Nomination Form – Appointed Board Member, including:
 - Complete all sections; and
 - Attach the candidate's CV.
- Submit via email no later than **5:00pm Tuesday 18 February 2025**.

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 Nominations Committee. The committee may choose to speak to, or meet with, candidates as part of their review process. The Nominations Committee will make a recommendation to the Triathlon WA Board, who will make the final decision regarding appointments.

NOMINATION FORM – APPOINTED BOARD MEMBER

NOMINEES DETAILS

Name of Nominee: _____

Address: _____

Contact Number: _____

Email Address: _____

AusTriathlon Member: Yes TWA Member #: _____

No – but will become a member if appointed

Gender	<input type="checkbox"/> Male
	<input type="checkbox"/> Female
	<input type="checkbox"/> Non binary
	<input type="checkbox"/> Prefer not to say

Age	<input type="checkbox"/> 18-25
	<input type="checkbox"/> 25-40
	<input type="checkbox"/> 41-55
	<input type="checkbox"/> 56-70
	<input type="checkbox"/> Over 70

Do you identify as Aboriginal or Torres Strait Islander? Yes No

Would you require accessibility accommodations if you joined the Board? Yes No

Do you speak a language other than English at home? Yes No

Do you reside in regional WA for much of the year? Yes No

Nominations must be received prior to **5:00pm AWST Tuesday 18 February 2025.**

Executive Director

Email: mel.farley@wa.triathlon.org.au

SportHQ

203 Underwood Avenue, FLOREAT WA 6014

Monday-Friday 9-5pm ONLY

Ph: 08 9443 9778

NOMINEE INFORMATION

In 500 words or less, please summarise your skills, experience, and qualifications addressing how you meet the required skill sets outlined in [Skill Set A or B or C or D](#)

**TRIATHLON WESTERN AUSTRALIA CALL FOR NOMINATIONS
APPOINTED BOARD MEMBER**



In 100 words or less, please summarise any other skills sets, experience, and qualifications that contribute to the role on the TWA Board including, but not limited to Strategic Planning, Governance, Risk Management, Financial Management, Previous Board Experience, Director Qualification/ AICD Membership.

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).

Please attach your CV/Resume with your board nomination.

**TRIATHLON WESTERN AUSTRALIA CALL FOR NOMINATIONS
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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 Tuesday 18 February 2025.**

By email to:

Executive Director

Email: executive@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

Please note that this nomination will be invalid unless this form has been fully completed, it is received before the closing date and includes all required documentation.