

**Independent Non-Executive Director**

**Major Events**

**Job Description**

**Position:** Independent Non-Executive Director – Major Events

**Responsible to:** The President and Board of Directors of the Company

**Overview:**

To provide non-executive strategic leadership in connection with Major and British Events, ensuring the delivery of strategic objectives and compliance with the highest standards of good governance.

**Responsibilities:**

Fiduciary Duties

1. To act as a Director of British Triathlon Federation (the Company) in the best interests of the Company with honesty and good faith towards its members, employees, partners, funding agencies, sponsors and of the communities within which the Company operates.
2. To use such personal and professional skills together with such contacts, experience and judgment as they may possess, with integrity and independence to optimise both the short and long-term performance of the Company, and in particular the areas of their own portfolio of responsibility.
3. To play a full part in enabling the Board to arrive at balanced and objective decisions in the performance of its agreed role and functions.
4. To ensure that the objectives of the Company, as agreed by the Board, are fully, promptly and properly carried out.

Directors' Obligations

1. In particular the Director shall:
   1. attend all Board meetings called during the year, unless prevented by exceptional circumstances;
   2. attend the Annual General Meeting and other General Meetings of the Company as may be necessary;
   3. act as a member of such Committees of the Board as the Board shall decide, attending all meetings of such Committees unless prevented by exceptional circumstances;
   4. place on the agenda for meetings of the Board or Committees of the Board any matter relating to the Company's business which the Director considers should be discussed.

Board Obligations

1. The Director will:
   1. ensure that the decisions of the Board are fully, promptly and properly carried out;
   2. challenge and contribute to the development of strategy constructively;
   3. scrutinise the performance of management in meeting agreed goals and objectives and monitor the reporting of performance;
   4. satisfy them self that the integrity of financial information and that financial controls and systems of risk management are robust and defensible;
   5. ensure that they are consulted upon and participate in: the appointment and dismissal of the CEO and other senior managers; the appointment and removal of the Company Secretary; succession planning;
   6. ensure that they are consulted upon and receive adequate information in a timely fashion about the finances, proposed strategy plans and activities which would have a Material Effect on the Company;
   7. ensure that they have access to such key managers and professional advisers of the Company as may be required to enable the Director to perform their duties;
   8. ensure that they fully understand: the business of the Company and its services; the sport and territories in which the Company operates; the roles of staff in the Company; the Company's organisation, structure and methods of working;
   9. ensure that they understand the views of major funding partners and sponsors;
   10. insist on a comprehensive, formal and tailored induction;
   11. seek continually to develop and refresh knowledge and skills to ensure any contribution to the Board remains informed and relevant;
   12. ensure that any concerns that cannot be resolved about the running of the Company or a proposed action are recorded in the Board minutes; on resignation provide a written statement to the President, for circulation to the Board, with regard to any such concerns.

Personal Obligations

1. The Director will:
   1. ensure that they comply with all their obligations as a Director required by law, the Company's Memorandum and Articles of Association, and the decisions of General Meetings of the Company;
   2. obtain independent professional advice at the Company's expense should they consider that this is required in order to enable them to discharge their duties as a Director provided that they first obtain the permission (not to be unreasonably withheld) of the President who shall promptly report such request to the Board;
   3. disclose immediately any personal interest in any activity of the Company and take no further part in any Board or Committee discussion of the matter;
   4. accept such outside appointments as shall be agreed by the Board: to be compatible with the Company's demands on the Director's time, and not to be detrimental to the interests of the Company.

Portfolio Responsibilities

***Major & British Events***

1. The Director will:
   1. review and advise on the company’s Major and British Events strategy and provide informed advice to the board on Major and British Events;
   2. chair meetings of sub-committees or working groups appointed by the Board to deliver British Championships and Major Events as agreed from time to time;
   3. provide strategic advice and counsel to the company’s senior management responsible for Major and British Events;
   4. report to the board on the effectiveness of Major and National Events and their contribution to the company’s overall strategy;

***Person Specification***

Applicants for the position of Director with Portfolio of the British Triathlon Federation should meet the following person specifications.

***Key skills, experience and qualifications required:***

* A proven track record of success as a key organisational player significantly involved in delivering strategic objectives;
* Experience of running a business or working in a Board or similar forums at a senior level, in a commercial, voluntary or public-sector context;
* Understanding of brokering partnerships, joint ventures or complex deals;
* Able to build and maintain strong, transparent relationships with key stakeholders;
* Good strategic understanding of Major and National Events;
* A sound working knowledge of the sport and the public and private sectors;
* Knowledge of Olympic/Paralympic sport particularly non-stadia sports, is helpful;
* Ability to support, challenge and manage a relationship with other Directors, Committee Members, Volunteers and Staff;
* An understanding of Broadcasting of major events would be beneficial;
* An understanding and acceptance of the legal duties, responsibilities and liabilities of a Company Director.

***Behavioural competencies and qualities required:***

* A willingness to take direction and advice from the Chair, whilst also feeling confident enough to challenge and listen to alternative views;
* Strategic perspective, vision and ability to work positively within a team;
* Drive and commitment and the ability to demonstrate this to others;
* Strong interpersonal, communication and negotiation skills and the ability to develop effective, sustainable partnerships;
* Selflessness, integrity, objectivity, accountability, openness, honesty and leadership (Nolan Principles);
* A commitment to the sport and organisation;
* A readiness to commit to ongoing personal development and to accept constructive criticism;
* Strong intellect and analytical ability; innovative thinker and ability to focus on the issues to be dealt with;
* Dynamic, enthusiastic and energetic;
* Resilience and ability to make things happen;
* A willingness to devote the necessary time and effort;
* A willingness to be available to staff for advice and enquiries on an ad hoc basis.