



## Triathlon Western Australia

### EXPECTATIONS OF BOARD MEMBERS

1. Members are expected to attend Board Meetings which are normally held once a month throughout the year.
2. Some Board positions (President, Treasurer, Secretary, Vice President) have defined specific responsibilities but all Board Members are expected to involve themselves and play a leading role in one or more areas including subcommittees (but not limited to):
  - 2.1 Involvement in TWA Conducted Events - Busselton Half Ironman in particular is central to TWA budgeting and planning as well as being in many ways the pinnacle or culmination of the annual calendar. However, the other two events currently conducted by TWA ie the State Duathlon and the State Aquathlon are also very important. These events, but particularly Busselton require a substantial effort to organise and conduct. Each Board Member is expected to involve themselves in at least one of these events.
  - 2.2 Governance Policies and Procedures - this involves development and review of items such as the Constitution, Governance Policy itself, Code of Conduct for Board Members, Member Induction Packs, Roles of Board Members, Duty Statement and annual performance review for the Executive Officer and other Staff, Guidelines for Sub-Committees
  - 2.3 Planning - strategic and operational plans
  - 2.4 Risk Management Strategies and processes
  - 2.5 Communications – with various stakeholders including reports, newsletters, websites etc
  - 2.6 Financial Management – assisting the Treasurer with analysis and presentation of reports, financial systems, internal audit etc
  - 2.7 Marketing and Sponsorship – developing and implementing plans and strategies, analysing stakeholder satisfaction
  - 2.8 Regional Development- researching and advising on opportunities, assisting Clubs
  - 2.9 Coaching
  - 2.10 Junior Development
  - 2.11 Technical
3. TWA should be represented at all Calendar and as many other high and low profile events as possible and each Board Member is expected to attend one or two events (at least) through the year on a non-competitive basis as a TWA Representative



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4. The demands on time of Board Members may vary considerably throughout the year but Board Members should be prepared to commit a minimum of 2-3 hours each week to Board duties.

Reviewed April 2008