



Triathlon Western Australia

ROLE OF PRESIDENT

The President is responsible for the integrity of the Board and Council process and the functioning of the Board and Council. This contrasts with the role of the Executive Officer who is responsible for the operations of Triathlon Western Australia.

There are two main aspects to the President's role. They are the President's role as Chair of the Board and Council and the President's role outside meetings of those bodies.

1. Meetings of the Board and of the Council

The President as Chair shall:

- 1.1.1. Be clear on what the Board has to achieve, both in the long and the short term;
- 1.1.2. Provide firm guidance to other Board members and Club Delegates about what is expected of them;
- 1.1.3. Ensure the Board and Council members behave in accordance with its rules and Code of Conduct;
- 1.1.4. Make Board and Council meetings effective by ensuring the Board Members and Club Delegates;
 - 1.1.4.1. Consider the right matters (eg focus on strategic issues, settle the Board or Council agenda);
 - 1.1.4.2. Consider matters properly and carefully (ie matters are adequately researched and adequate but excessive time is not spent on each matter); and,
 - 1.1.4.3. Come to clear decisions (ie the decision is clear as to the intentions of the meeting and is so minuted).
- 1.1.5. Ensure decisions made at meetings are implemented properly and reported back to a subsequent meeting; and,
- 1.1.6. Behave fairly by allowing all present at meetings equal opportunity and input whilst at the same time being cognisant of the need for efficient, timely and orderly meetings.



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2. Outside Meetings of the Board and Council

2.1 The President should:

- 2.1.1. Manage relations with the Executive Officer so as to ensure the Board and Council maintain a good working relationship with the Executive Officer whilst at the same time ensuring the Executive Officer's performance is regularly assessed and results, including areas for improvement, are fed back;
- 2.1.2. Make the Board and Council requirements clear to the Executive Officer by acting as the focal point for communications between the Board or Council and the Executive Officer;
- 2.1.3. Ensure that all Board Members actively build and maintain the Triathlon WA image and reputation;
- 2.1.4. Fulfil duties as representative or spokesperson of the Board and the Council (eg in presentations to media or staff and in maintaining links with Triathlon Australia). In general, the President is the representative on matters of governance whilst the Executive Officer is the spokesperson on matters relating to the operation of Triathlon WA. When representing the Board or Council, the President should limit comments to what the Board or Council has stated unless the Board or Council as appropriate has specifically granted further authority;
- 2.1.5. Where urgent decisions are required to be taken by the President between meetings, the President shall always ensure this is done in accordance with Clause 28.3.2 (a) of the Constitution, and ensure ratification for such interim decisions is sought at the next meeting; and,
- 2.1.6. Where external parties request decisions that may be outside but not in conflict with existing policies and approvals, the President may provide interim advice including the statement that the matter must be discussed by the Board.
- 2.1.7. Board member development and encouragement – taking the lead in inducting and developing individual board members, with a view to enhancing the board's overall effectiveness as a team.
- 2.1.8. Performance assessment – ensuring that peer and self – assessments of performance are undertaken regularly for all members of the board, including the chairperson.

(Document based on policy document of WA Sports Federation)

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