



Board of Trustees

Recruitment Pack

Thank you for your interest and taking the time to consider this role.

Background

Salary: Voluntary with reasonable expenses covered

Time: Four meetings a year (typically held in London) plus meeting preparation time. Trustees are also encouraged to attend a minimum of 1 Triathlon Trust event per year.

The Triathlon Trust is the official charity of British Triathlon. We have been active since 2012 and work in cities, towns and communities across the UK.

What are the Triathlon Trust trying to achieve?

We use the engaging sport of triathlon to encourage children to lead healthier, more active lifestyles.

Since 2012, we have delivered over 130,000 Active Days, providing fun, free and inclusive opportunities for children of all abilities to give triathlon a 'tri'.

Our triathlon-based participation events are free to enter, non-competitive, and suitable for children of all abilities, including those with physical disabilities and special educational needs. We provide all the equipment required to participate including bikes, helmets, scooters and floatation devices.

Our mini-triathlons give up to 1,000 local schoolchildren the opportunity to complete their first triathlon and every child receives a medal for participating. This year we're delivering mini-triathlons in Bristol, Reading, Lichfield, Mold, Corby, Bradford, York and Hull, to name but a few!

We also work in schools, delivering a fun duathlon challenging their pupils to see how far they can collectively travel as a school.

You may also spot us at triathlon shows and big sporting events, such as the World Triathlon Series Leeds at Roundhay Park, with our free 'have a go' activity for the whole family. We use rowing machines, static bikes, shuttle runs and speed jumps to create a fun 'dry-tri'.

1. Who are the charity's trustees?

The Charities Act 1993 defines charity trustees as those responsible under the charity's governing document for controlling the administration and management of the charity. This is the case regardless of the terminology used to describe the role.

For the Triathlon Trust the charity trustees are the board of directors known as the trustee board. The trustee board comprises:

- the chair
- up to three elected trustees
- up to four appointed trustees.

The trustee board appoints a vice chair from among the trustees.

2. The role of the board of trustees

At its simplest, the role of the trustee board is to receive assets from donors, safeguard them and apply them to the charitable purposes of The Triathlon Trust. The trustee board must always act in the best interests of the Triathlon Trust, exercising the same standard of duty of care that a prudent person would apply if looking after the affairs of someone for whom they have responsibility. The trustee board must act as a group and not as individuals.

3. Duties of a trustee board member

The duties of a trustee board member are to:

- ensure that the Triathlon Trust complies with its governing document (its Articles of Association), charity law, company law and any other relevant legislation or regulations
- ensure that the Triathlon Trust pursues its objects as defined in its governing document
- ensure the Triathlon Trust applies its resources exclusively in pursuance of its objects. For example, it must not spend money on activities which are not included in the objects, however worthwhile they may be
- contribute actively to the board of trustees by giving firm strategic direction to the Triathlon Trust, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets
- safeguard the good name and values of the Triathlon Trust
- ensure the financial stability of the Triathlon Trust.

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve leading discussions, identifying key issues, providing advice and guidance on new initiatives, and evaluating or offering advice on other areas in which the trustee has particular expertise.

4. Minimum time commitment

Trustees are expected to attend an induction session at the Triathlon Trust prior to their first board meeting. Trustees are expected to attend all board meetings. Board meetings are held four times a year during normal office hours. Board meetings last between approximately 1 to 2 hours and are usually held in London.

- Papers are distributed one week in advance of meetings
- Trustees may be asked to join a board committee as the organisation continues to develop its governance. This will be held during normal office hours and could be in London or Loughborough
- Trustees can claim out of pocket expenses incurred in travelling to meetings

5. Person specification

Each trustee must have:

- a commitment to the purpose of the Triathlon Trust
- a willingness to meet the minimum time requirement
- integrity
- strategic vision
- good, independent judgement
- an ability to think creatively
- a willingness to speak their mind
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- an ability to work effectively as a member of a team and to take decisions for the good of the Triathlon Trust

The board of trustees collectively needs skills and experience in the following areas:

- financial management, income generation and enterprise
- national and local voluntary sector
- national and local government and statutory bodies
- digital strategy
- human resource management
- volunteering management and brokerage
- funding/foundations
- collaborative partnerships
- social investment and impact

For an informal and confidential discussion about the role please contact Mike Jubb contact@triathlontrust.org

Should you require assistance with the application process, please contact us and we will make every effort to meet your requirements.

We look forward to receiving your application.