

British Triathlon Federation International Strategy Committee Terms of Reference

Introduction

The International Strategy for British Triathlon is serviced by;

- the International Executive Group [IEG] &
- the International Post-Holders Committee

the latter being a Committee of the British Triathlon Main Board.

The Committee has been established to advise the Board in relation to the development of its international strategy and shall in turn support and inform the IEG and where appropriate the Board directly.

The Committee is authorised by the Board through the CEO or anyone else whom he/she should designate to seek any information it requires from any employee of BTF in order to perform its duties.

IEG - Membership

The Committee should consist of a minimum of three (3) and a maximum of five (5) members and will include:

- the President
- the CEO
- the Senior International Post-holder (SIP) *
- UK Sport's IRIS Representative

**if not the President*

The Committee will be Chaired by the President. In the absence of the Chair, the Committee may nominate another Non-Executive Board Member to deputise in his/her absence.

The secretariat function will be provided by the CEO.

IEG - Quorum

A quorum shall be a minimum of two, where at least one is the President or CEO.

IPHC - Membership

The Committee should consist of a minimum of two (2) members appointed by the Main Board including:

- the President
- the CEO
- the Senior International Post-holder (SIP) *

and post-holders within:

- the European and International Triathlon Unions;

**if not the President*

The Committee will be Chaired by the President. In the absence of the Chair, the Committee may nominate another Non-Executive Board Member to deputise in his/her absence.

The secretariat function will be provided by the CEO.

IPHC - Quorum

A minimum of 3 members of the Committee must be present for the meeting to be deemed quorate.

IEG - Responsibilities

The Committee will:

- advise the Board of British Triathlon on International matters, in particular relating to winning the right to host major international events and to gain influence within ITU/ETU through 'ethical' international representation;
- produce recommendations for international influence and development in concert with key agencies, e.g. UK Sport in order to achieve British Triathlon's desired outcomes;
- contribute to delivery of British Triathlon's international strategy and policy and to develop and support the operational plans to deliver British Triathlon International Strategy;
- build long-term approach in support of delivery of major international events and international representation, helping to identify individuals with potential for election to high level office within ITU and ETU;

IPHC - Responsibilities

The Committee will either as a Committee or through its individual members:

- accept assignments from the Chair in support of delivery of major international events and representation strategy;
- feedback relevant non-confidential background information from international bodies;
- contribute to the delivery of UK Sport's and British Triathlon's international strategy and policy;
- advise on development and training of potential post-holders and assist in lobbying for their election to key Committees
- maintain confidentiality of all business handled at IPhC meetings to within IPhC membership and British Triathlon at all times.
- support the development of good governance practices on the boards and committees of the European and International Triathlon Unions
- seek to develop rules and practices on the boards and committees which are in accordance with the respective bodies' objectives and terms of reference

Reporting

Where reasonably possible, minutes of each Committee Meeting will be tabled to the subsequent Main Board meeting and, where necessary, the Chair of the Committee will provide a report to the Main Board on any substantive matters of importance and any material issues or concerns.

The Committee shall make whatever recommendations to the Board it deems appropriate on any area within its remit where action or improvement is needed.

The Committee will provide the Board with an Annual Report, timed to support its inclusion or reference in the Annual Report prepared by the Federation for presentation to the membership following the conclusion of the relevant Financial Year.

Rights

The Committees may:

- co-opt additional members for a period not exceeding a year to provide specialist skills, knowledge and experience;
- appoint independent non-Board members for a period of three years, which may be extended for further periods (normally up to three years), subject to the approval of the Main Board;
- procure specialist ad-hoc advice at the expense of the organisation, subject to budgets agreed by the Board.

Meetings

The Committee will meet at least two times a year. The Chair of the Committee may convene additional meetings as they deem necessary. One meeting will take place before the annual ITU Congress so that attendees can be briefed and discuss resolutions and other topics which are included in the agenda of said Congress. The Committee may ask any officials of the organisation to attend to assist it with its discussions on any particular matter.

The Committee may ask any or all of those who normally attend but who are not members to withdraw to facilitate open and frank discussion of particular matters;

The BTF Board or the Chief Executive may ask the Committee to convene further meetings to discuss particular issues on which they want the Committee's advice.

Notices of meetings shall contain information relating to venue, time, date and agenda. Papers to meetings shall be circulated at least one week before the date of the meeting.

Resolutions and voting

Decisions of the Committee shall be taken by resolution and recorded in the minutes of the meeting at which such a resolution is passed.

Where a consensus cannot be agreed, the Chair may request a vote on a show of hands, in which case each Committee Member shall have one vote.

Terms of reference and committee effectiveness

The Committee's terms of reference and effectiveness will be reviewed at least annually by the Board and the Committee, including a review of membership and relevant skills and any changes considered necessary must be approved by the Board.

Revised date	n/a	Adopted by Committee	Oct 2017
Reviewed by;	IEG/IPHC	Review date	Oct 2019