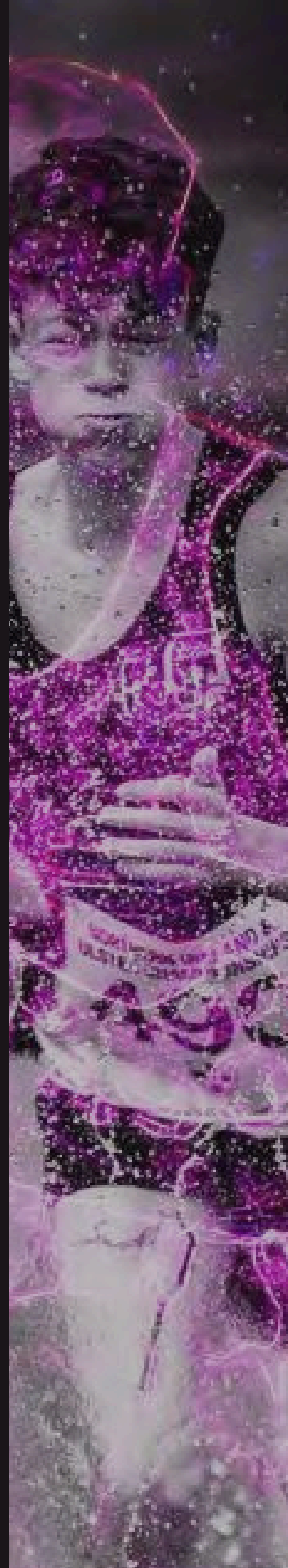




**Board Recruitment
Independent Board
Member - Treasurer**

March 2025



OUR PURPOSE AND VISION

To **inspire** more athletes of all abilities and backgrounds to fulfil their potential, have a lifelong love for the sport, and ensure an inclusive sport where everyone belongs and can flourish.

Alongside this we aim to unite the athletics community to overcome the current challenges and work collaboratively to safeguard the sport for the future.

OUR MISSION

We seek to increase participation and performance success in athletics at all levels and across all disciplines, ensuring a positive and enjoyable experience for all. We will provide opportunities and enter into partnerships that will inspire and empower organisations and individuals of all ages, genders, races and abilities to achieve their full potential. In everything we do we will focus on safety, wellbeing, equality and positive social impact.

OUR VALUES

We integrate our core values throughout Athletics Northern Ireland in order to build trust, guide behaviours, and maintain a culture that supports achievement of our agreed objectives.



INTEGRITY

Everyone involved in our sport will be respected and treated fairly with a focus on positive relationships, facilitating inclusion, collaboration, mutual support and empowerment.



ACCOUNTABILITY

Everyone involved will be clear about their responsibility to deliver in their role, and to report performance accurately and promptly. All decision making will be clearly communicated and aligned to the strategy.



TRANSPARENCY

We will share relevant information, to support trust and alignment. Equally where confidentiality is necessary, we will operate discretion to protect our staff, members and the sport as a whole.



EXCELLENCE

We will plan, act, reflect, and really listen, to drive innovation and continual improvement. We will ensure our policies and procedures are fit for purpose and consistently applied.



FUN

We want people to feel excited and inspired by our sport, in a safe environment with fun and enjoyment at the heart of athletics.

Role description for Independent Board Member - Treasurer

Athletics NI (ANI) is responsible for developing and promoting the sport of athletics in Northern Ireland, in partnership with UK Athletics and the other home country associations. Athletics NI oversees the delivery of events, coaching and education programmes, performance pathways, anti-doping and integrity policies, and membership and affiliation services.

ANI is seeking to appoint a Treasurer to join its board of directors, which consists of eight elected members and four independent members. The board is accountable to ANI's members and stakeholders, and provides strategic direction, governance oversight, and financial and risk management for the organisation. The Treasurer board member will bring expertise, experience and diversity to the board, and will contribute to the achievement of the ANI's vision, mission and values. The Treasurer will also act as an ambassador for the sport and the organisation as required. ANI adheres to the Code for Sports Governance and expects its board members to uphold the highest standards of governance and conduct.

Treasurer Board Member Role Profile

The Treasurer Board member will be a Board member of Athletics Northern Ireland (ANI) and of the Mary Peters Track (MPT) companies.

The Treasurer's role is :

- to advise the Boards on the financial implications of Athletics Northern Ireland and the Mary Peters Track activities;
- to oversee the preparation and presentation of budgets, accounts and financial statements to Board meetings and to the Annual General Meeting;
- to advise the Board on its financial reserves and investment activities; and to ensure that these are compatible with the organisations' policies and legal responsibilities.
- to ensure that the appropriate accounting procedures and controls are in place and that any auditors' recommendations are implemented.
- to Chair the Audit & Risk sub-committee and meet with the external auditor at least on an annual basis.
- to work with the CEO and the Finance Manager to ensure these strategic duties are delivered through their day to day operational activity.

Key elements and tasks

- To contribute to effective decision making by the Board of Directors
- Prepare and contribute to the board, committee and Annual General Meetings;
- Participate in trustee board committees and working groups;
- Apply independent judgement to all issues under discussion at board meetings.
- To contribute to the leadership and management of the strategic direction of the organisation
- Uphold the aims, principles and values of the organisation;
- Avail of support learning and development opportunities for board members.

Candidates must also meet the following criteria:

- A qualified accountant (CIMA, CIPFA, CA, ACCA)
- A passion for athletics and a commitment to its' development and growth in NI.
- A proven track record of senior leadership and strategic thinking in a relevant sector, such as sport, business, finance, law, media, education, health, or diversity and inclusion.
- Experience of serving on a board or a similar governance role, preferably in a sport or non-profit context.
- Knowledge and understanding of the roles and responsibilities of a board director, including legal, ethical and fiduciary duties.
- Ability to work collaboratively and constructively with fellow board members, staff, volunteers, and external stakeholders.
- Excellent communication and interpersonal skills, and a willingness to challenge and be challenged.
- Independence of judgement and integrity, and a willingness to uphold the highest standards of governance and conduct.
- A commitment to the Nolan Principals of public life.
- Annual sign up to UK Antidoping Rules.

The Treasurer Board Member will also:

- Provide robust challenge and fresh perspective to the board on all matters of strategy, policy, performance, accountability, resources, risk and governance.
- Support the chair on governance issues, including the annual review of board effectiveness.
- Participate in any board induction, training and evaluation identified as an individual board member and as part of the board or committee.
- Promote the board's commitment to board diversity, renewal and succession planning, in line with the governing document and organisational diversity goals.
- Act between full meetings of the board in authorising action to be taken *intra vires*, e.g. directly engaging with stakeholders as required.

The Treasurer board member will be appointed for an initial term of four years, renewable for a further term of four years, subject to performance and board approval. The role is voluntary and unpaid, but reasonable expenses will be reimbursed.

The time commitment is expected to include:

- The Treasurer must have the ability to attend monthly Board meetings, Audit & Risk Committee meetings, prepare and present accounts as required and be reasonably available to the CEO plus AGM and AGM preparation, in person in Belfast or remotely.
- Some subcommittee meetings, in person in Belfast or remotely.
- Other ad hoc meetings of the board or committees, as required.
- Some Athletics NI events and championships, as time allows.
- Other clubs and organisations events, where invited.

The performance of the Treasurer board member will be evaluated annually by the chair, based on agreed objectives and criteria.

ANI is committed to equality, diversity and inclusion, and welcomes applications from all sections of the community. ANI aims to have a balanced and representative board that reflects the diversity of its members, participants, and society. ANI particularly encourages applications from women, people from ethnic minority backgrounds, people with disabilities, and people from the LGBTQ+ community.

How to Apply

To apply for a role, please send a CV and a covering letter outlining your motivation and suitability for the role, and how you meet the criteria for the post, to the ANI Chairperson - Phillip.Snoddy@athleticsni.org by **Friday 28th March at 12 noon**. Shortlisted candidates will be invited for an interview with a panel of board members and external advisers. The appointment will be subject to satisfactory references and eligibility checks.



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