

Asset Management

Ballarat Regional Athletic Centre

The role of a board member is to ensure the organisation meets its goals and objectives, is administered according to centre rules and completes all legal and compliance obligations

Portfolio Description

This portfolio will be based around the management and facilitation of all assets owned or managed by the organisation. This will include the ongoing upkeep of equipment both fixed and variable along with ongoing maintenance of the facility. This person will ideally have sound knowledge of athletics equipment and maintenance process and work closely with the facility manager, Llanberris Reserve Sub-committee and the City of Ballarat on facility on asset based topics.

Responsibilities of Portfolio

- Provide updates on Llanberris Reserve Sub-Committee meetings
- Manage the ongoing asset list for the Ballarat Regional Athletic Centre
- Coordinate equipment requirements for event and clubs
- Complete ongoing asset condition reports with facility manager
- Report any damages or changes to facility to BRAC Board

Other Responsibilities

- Abide by the policies, rules and regulation of the Ballarat Regional Athletic Centre
- Ensure all child safe policies are updated and enforced within the organisation
- Present a positive image of the sport to members in the community
- Actively participate in board meetings
- Produce a report, either verbal or written at each schedule BRAC board meeting
- Ensure that all reports to the board are timely, contain required information and are supportive.

Time in Position

The Asset Management position is elected at an AGM and holds the position for 3 years before nomination will open again for the positions.

Governance Requirements

The board member is required to abide by all legal obligations placed on them under Aus Sport, the Ballarat Regional Athletics Centre and any relevant sporting body.