

Current Legal Structure

Ballarat Regional Athletic Centre – Committee structure

Background

The Ballarat Regional Athletic Centre (BRAC) is a sporting body responsible for the management, facilitation and growth of athletics within the Ballarat region through the Llanberris Recreation Reserve. The reserve is owned by City of Ballarat with BRAC leasing the premises to run their athletics programs and controlling the day to day management.

The BRAC management structure is made from the four athletics clubs in the region including

Ballarat Harriers
Ballarat YCW
Eureka Athletics Club
Wendouree Athletics Club

These four clubs form the basis of the committee and facilitate the non-club based competitions at the venue. In the past, the BRAC board has invited representatives from the Little Athletics Ballarat club to meetings to gain an oversight on the management. Ballarat Little Athletics have therefore become a vital club within the management of the facility and management of athletics in Ballarat. The continued growth of Athletics in the region, the state sporting body in Athletics Victoria have partnered with BRAC to place a full-time employee in Ballarat to help manage the facility and provide support to the committee.

Purpose

The committee is formed to manage the facility and provide opportunities for athletes in the Ballarat and wider region. The committee is responsible for making decisions, providing guidance, and exploring new opportunities for the venue and the sport of athletics.

In order to form a structured and efficient board, BRAC must find a structure that suits their development and decision-making process to benefit the sport in the long term. With clubs making up a majority of the current committee, BRAC must ensure they are delivering on their process to provide opportunities for all athletes across Ballarat and wider regions through their strategic vision.

With the expected growth of athletics in Ballarat and the current future changes within the facility and participation landscape, now is the best time to complete a review of the current committee structure.

Summary

This document presents a new structured board reliant on a skills matrix with the board made up of 7 people, each person filling a specific skill or portfolio needed to facility the sport of athletics in Ballarat. The smaller board size will allow for more efficient committee meetings and allow lower-level decisions to be made in sub-committee groups.

The new sub-committee structure will allow for operational decisions to be made without the need to place on main agenda for BRAC board meetings. Sub-Committees will be given more power on decision making and have major importance on the day-to-day operations of the sport. All sub-committees will have a delegated charter of responsibilities as approved by the board.

All positions are eligible to all currently registered members with an athletics club in the Ballarat Region at the time of nomination*. Certain positions will have requirements that a member of a sub-committee must be that representative on the main BRAC board, this is explained below.

*Exception may be made for someone who has the required skills and/or experience for a role but is NOT a current member of a club

Management Structure of Organisation



Board Positions - Skills Based



Ballarat Regional Athletic Centre (BRAC) – Skills Positions/Portfolios

Community Participation & Growth

The portfolio will be based around building and maintaining the participation growth and ideas to grow the sport in the Ballarat region. This person will be representing participants at a local community level and helping to support the development of policies to maintain membership and growth. This member will be selected by the board post AGM as advised in the Model Rules

This position will work with the sub-committee group Members Advisory Committee (MAC) and the Athletics Victoria (AV) employee to strategically grow and management participation. This person will ideally be a current athlete, coach or official who understands the strategic direction of the organisation and is a figure head for participant members within the Ballarat athletics region.

Operations & Events

This portfolio will be based around competition and strategic management of the BRAC operations and events. This person will be supporting the facilitation of BRAC events and coordinating the Track & Field plus XCR season in partnership with the Operations & Events subcommittee.

This person will ideally be a member involved in all facets of the athletics calendar and be a well-known and respected figure within the Ballarat athletics community. This person needs to have sound knowledge of athletics events and work with the Asset Management member and Llanberris Reserve Sub-committee to facilitate competitions at a high level. The member will ideally be an existing member of the Operations & Events sub-committee.

Finance & Risk

This portfolio will be based around the long-term viability of the organisation and work with other committee members to build and sustain growth in the long term. This portfolio will provide oversight and guidance to the AV employee on the governance side of the organisation including updating of policies, guidelines, procedures for the organisation and management of risk assessments. This portfolio will also cover the financial commitments of the organisation and create budgets and financial statements in partnership with the AV employee and Finance and Risk sub-committee

This person will have skills in strategic planning, governance and financial planning. This person will aim to maintain long term growth in the region and support the clubs and athletics with strategic direction.

Communication, Marketing & IT

This portfolio will be based around the introduction of technology and marketing to further grow the organisation from a participation and elite level. The portfolio will cover the management of communication channels within BRAC and management go the BRAC brand and how the organisation is portrayed to the community. This portfolio will be up to date with new technology advance and be the communication vocal point of the committee

This person will ideally have skills in communication and PR management along with advanced IT skills. Experience in marketing or promotion is desired.

Coaching & Officials

This portfolio will be strengthening and growing the volunteer involvement including coaching and officiating in Ballarat. Looking to help facilitate the new generation of coaches and officials within the athletics realm. This person will represent coaches within the Ballarat region and be a point of contact for all current, new and upcoming coaches. Along with coaches, they would represent officials' interest within the committee and would work with the operations and events sub-committee to serve the interests of the official community.

This position will be ideally filled by a volunteer coach/official who has skills in strategic planning and management of resources. The person will have ties to the coaching and officials community and be available to members for coaching or officials relating enquiries.

Club Support & Development

This portfolio will be based around providing support for clubs and representing the interests of the clubs at the regional level. This person will be the point of contact for clubs wanting to engage with the committee and will be in contact with clubs and their committees from an operations level. This member will be selected by the board post AGM as advised in the Model Rules

This person will ideally be able to act as an independent and bring the views of all athletics clubs in the region. This person will ideally be a natural leader and have extensive experience in the Ballarat athletics communities along with knowledge of all skill areas within the organisation. This person will work closely with the Club Liaison Committee (CLC) and AV employee to create initiatives to support club development at a local level.

Asset Management

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.

2 X CO-OP Positions

The Committee will have the power to Co-Op two additional members depending on organisational needs during the timeframe. These positions are optional and not required but can fill any skills gap within the committee or focus on new ventures as an organisation.

Executive Committee

One of the above positions will be voted in as Chair and conduct the meetings along with their portfolio. The Treasurer position will be occupied by the Finance & Risk board member with the AV employee and Finance & Risk sub-committee providing support. A Vice-Chair will be an optional position and elected from the portfolios. A secretary can be an elected member with a portfolio or can be an external notetaker/employee if agreed to by the board.

Sub-Committees of BRAC

- **Members Advisory Committee**
- **Llanberris Management Committee**
- **Operations & Events Committee**
 - **Finance & Risk Committee**
 - **Club Liaison Committee**

Members Advisory Committee (MAC)

This sub-committee will be formed with the purpose of providing a voice for athletes across different disciplines and age ranges. The committee will have a membership of up to 5 athletes who will represent the participants and athlete community within the Ballarat region. The sub-committee will discuss members specific topics around participation and growth in the region. The committee will ideally be made of current athletes from different age ranges, abilities and disciplines. The MAC will support the board in providing initiatives and process to support athletes and their clubs within athletics

Llanberris Management Committee (LMC)

This sub-committee will be formed to facilitate and manage Llanberris Reserve in partnership with the facility manager. The committee will have a membership of up to 5 people who will help manage the facility as independent members. The committee will ideally be made up of individuals who have experience and knowledge in athletics facilities and equipment. The LMC will provide support to the Asset Manager on the board and the facility manager and will have licence under their terms to make operational decisions on the management of Llanberris Reserve. The Asset Management Board member will have power to elect the LMC members within their role with support from AV employee and other board members.

Operations & Events Committee (OEC)

This sub-committee will be formed to manage BRAC, AV and any other athletics competition in Ballarat. The committee will control both the winter and summer competitions along with BRAC specific events. The full coordination, administration and equipment management will be the responsibility of the sub-committee. The sub-committee will ideally be made up of up to 6 members with connection to both Cross Country and Track & Field competitions management. The sub-committee will work in conjunction with the AV employee and the Operations & Events board member to manage events. The Operations & Event Board member will have the power to elect the OEC members within their role with support from AV employee and other board members.

Finance & Risk Committee (FRC)

This sub-committee will be formed to help support the Finance & Risk board member to create budgets, manage funds and provide guidance to the AV employee on financial and risk matters. This sub-committee will manage the funds within the organisation and support the board member to create clear and transparent spending process. The committee will be responsible for end of financial year reporting and providing a statement for the annual report. The sub-committee with guidance from the board member have the licence to make financial decisions for the organisation to a certain extent without full board approval*

Club Liaison Committee (CLC)

This sub-committee will be made up of club members to represent the interest of clubs at a strategic level. The committee will be set up as an opportunity for clubs to gather and discuss operation, strategic and member based topics as a community. The Club Support & Development board member will sit on this committee and represent the interest of the clubs at board level. The committee is coordinated by the clubs with any discussions needing strategic or board approval sent to the board.

Sub-Committee Members – Induction

The sub-committees can be made up of members with any connections to the sport with priority given to those with skills and/or expertise in this area. Certain sub-committee groups are designed to include members with certain roles or skills such as the Members Advisory Committee (MAC), Finance & Risk Committee (FRC) and the Club Liaison Committee (CLC). These positions will need to be filled by members with skills to complete the task.

Sub-committee will be formed post first AGM and exist in line with the board, members may stay on the sub-committees with no set times of office, however they must continue to serve the interest of the sub-committee. The board position assigned to the subcommittee will be responsible for ensuring the sub-committee is operating effectively within the role.

All subcommittees must have at least 3 members to be eligible, if the sub-committee has less they must be actively seeking to recruit another member. Members may sit on two sub-committees provided they have the time to complete the tasks and both roles aren't interfering with each other. The max one member can be apart of is two to ensure a spread of roles.

The sub-committee positions will not be allocated based on clubs with everyone expected to apply to a sub-committee that best suits their expertise. All sub-committee members must complete their role under the guise of the model rules and see to support the sport.

Voting and Nomination Process

Ballarat Regional Athletic Centre Board

All positions on the board have structured terms to allow for consistency within the board and continued development of board members. The following board positions have a 2-year (24 month) term before the positions is eligible for a vote.

Community Participation & Growth
Operations & Events
Club Support & Development

The following board positions have a 3-year (36 month) term before positions are considered eligible for a vote.

Finance & Risk
Asset Management
Communication, Marketing & IT
Coaches & Officials

Eligible positions will be called one month before the AGM with members eligible to nominate for a position on the board. Only members of a Ballarat based clubs in any capacity are allowed to nominate for a position on the BRAC Board*. Nominated individuals can include a preference of portfolio in the application process with all positions being allocated to voted in members at the first meeting.

*Exception may be made for someone who has the required skills and/or experience for a role but is NOT a current member of a club

Members will apply to be placed on the board and may include a portfolio preference on the board. If more than 7 members apply for the board positions, a silent vote will occur at the AGM. If less than 7 people apply for the board, the board will allocate positions to the members and then seek to select representatives for other available positions on the board.

Each member will be allowed up to 6 years on the board before they are required to step down from the board for at least 24 months to allow for competitive changeover. A member may hold different positions over their 6 years terms but cannot serve another term continuously on the board after 6 years. A member of the BRAC board must also not hold an executive position on their current club committee whilst on the BRAC board. The member can be a general committee member and hold a portfolio but must not be an executive member.

Voting Process for entry onto BRAC Board

All positions on the board will be elected as pers the Model Rules

If more than seven people nominates for a position on the BRAC board, a vote will incur. All registered members that attend the AGM will be eligible to vote in the election, the election will be silent voting with the seven people receiving the most votes elected onto the board. The Chair, Vice-Chair and Secretary* are then voted in at the first meeting of the committee following the AGM.

*Secretary may be an external or independent person who is placed in board meeting for an administrative purpose

Meeting Process

Ballarat Regional Athletics Centre Board

The BRAC board will be required to meet at least 10 times a year including the Annual General Meeting which will be held within three months of the end of financial year. All members of the BRAC committee should make every effort to attend all meetings either physically or virtually. The president will chair all meetings, in their absence, the vice-president which is elected at the first meeting post AGM will step in to chair the meeting on a temporary bases.

Each member of the board has a portfolio to oversee and will provide a report either written or verbally at the meetings. If a motion is needed, the report MUST be written and circulated to member prior to the meeting taking place to allow time for information. All members within the committee have voting rights at meeting bar the president who will have a casting vote only if votes are tied.

No other member of clubs or BRAC may attend board meetings unless advised in writing by the board prior to the meeting. Board members must send through a prior apology if they are unable to attend any meeting throughout the year.

Sub-Committee Meetings

The Sub-Committees will be required to meet at least 6 times a year or as often as required for them to complete the tasks given. Sub-committee members may select any meeting time throughout the year provided all members accept the date and location. Members will be encouraged to attend all meetings but may delegate their roles to others if required.

As per the delegated charter, each sub-committee can operate as desired. Sub-Committee will have the licence to create their own portfolios within their committee and allocate to members if required. The sub-committee must keep a record of committee minutes and provide a report for BRAC board when required which is to be presented through their representative on the BRAC board.

Diversity

The BRAC Board will make every effort to diversify their board by providing opportunity for those with diverse backgrounds. Eligible members will be provided additional support for their roles

This diversity of perspective means the board is more likely to consider different options, risks and implications leading to more informed decision-making. In order to create an environment for diversity, the board will work with state and national sporting bodies to develop programs encouraging diverse individuals to be educated in skills needed for the board.

Legality

The board may from time to time be supported by an external third party for matters including legal or risk assessments. The board, with sign off from the AV employee has the right to employ or contract these individuals to complete work on behalf of the organisation.