

## Terms of Reference

# Ballarat Regional Athletic Centre Board (BRAC)

### **COMMITTEE TYPE**

Board of Ballarat Regional Athletic Centre

### **PURPOSE**

To coordinate and manage the strategic, administration and club requirements for athletics in the Ballarat region along with management of the Llanberris Athletics Reserve

### **ROLES**

The board shall be formed with up to 7 members from the Ballarat athletics community either elected or selected in line with terms outlined in model rules. Members must be registered with an athletics club in the region to sit on the board. The board shall have seven members with a skill portfolio each. The board once elected, may select a president, vice-president and a secretary

### **RESPONSIBILITIES**

- Manage and grow the sport of Athletics within the region through strategic planning
- Engage with all local athletic clubs on their vision, goals and objectives for the future of Athletics in Ballarat.
- Responsibly manage Llanberris Athletics Reserve in partnership with City of Ballarat
- Continued development of the sport through portfolios managed by members.
- Support athletes, coaches, officials and volunteers reach their athletics potential
- Form and enforce structured and efficient processes for delivering athletics in the region
- Support the BRAC sub-committees to manage their responsibilities in their chosen field

### **MEMBERSHIP**

Membership of the committee shall be made up of up to 7 people who possess skills and experience in any of:

- Community Participation & Growth
- Operations & Events
- Finance & Risk
- Communication, Marketing & IT
- Club support & Development
- Coaching & Officials
- Asset Management

A representative from Athletics Victoria may be appointed to the committee in an administrative duty.

### **MEETINGS**

The board must meet at least 10 times a year including the Annual General Meeting which must be conducted within 3 months of the end of financial year.

Meetings shall be held (In person or online) monthly or as required to meet the objectives of the board.

Min 51% of committee will be required for quorum.

### **POLICY OWNERSHIP**

This board shall have ownership over any BRAC policies, and will guide the creation of any new policies or procedures within BRAC

### **REPORTING**

Each board member will be required to provide an update or report (verbal or written) at each meeting of the BRAC general board meeting.