

Finance & Risk

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 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

Responsibilities of Portfolio

- Develop and implement yearly budgets for the organisation including working with sub-committees on budget requests
- Manage the ongoing finances of the organisation using Xero
- Collect and receive all money due to the organisation and make all payments authorised by the organisation
- Ensure all finances of the organisation are conducted correctly and inline with regulations
- Work with Athletics Victoria employee on grant applications and sponsorship
- Oversee the risk management processes of the organisation
- Work with sub-committee to ensure all policies, procedures and regulation are in line with government or any relevant authorities rules

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 Finance & Risk Portfolio is elected at an AGM and hold the position for three 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.