

Operations & Events

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 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.

Responsibilities of Portfolio

- Facilitate the coordination of events calendar across both Summer & Winter seasons
- Support the sub-committee to coordinate events ran by BRAC
- Coordinate placement of events with the facilities manager at Llanberris Reserve
- Support the facilities manager to organise permits for BRAC events outside of Llanberris Reserve

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 Operations & Events 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.