

## **ROLE DESCRIPTION FOR BOARD MEMBER (FINANCE)**

### **Role Purpose**

To provide leadership and strategic direction focusing on the vision, core values and objectives of the organisation.

### **Responsibilities**

In liaison with the Board Chair and fellow Board members:

1. Establish a vision and strategy for the organisation;
2. Monitor progress against agreed goals and objectives;
3. Review the core values of the vision at least every four years;
4. Monitor performance, financial expenditure, risk and resource allocation against the strategic plan at least quarterly;
5. Ensure the maintenance of a sound financial and resource platform at all times;
6. Build effective relationships with external partners as required by the Board;
7. Undertake training as appropriate and participate in an annual Board evaluation process and individual evaluation;
8. Attend events and meetings as appropriate and act as hosts to partners, sponsors and other stakeholders as required.

### **Competencies and Behaviours**

1. Build effective relationships with the Chair and fellow Board members ensuring all are committed to the common purpose;
2. Be capable of expressing ideas and information in ways that are appropriate, accurate and concise;
3. Listen to all fellow Board member, ensuring their views are heard;
4. Identify opportunities in pursuit of the achievement of the organisation's vision and strategic goals;
5. Ensure that independent judgement is exercised on issues of strategy, performance, resources and standards of conduct;
6. Understand the purposes of corporate governance and management, the differences and relationships between them and frameworks for assurance and accountability;
7. Empathise with the volunteers who are vital to the running of the sport;
8. Understand and accept the legal duties, responsibilities and liabilities of being a Board member;
9. Have excellent interpersonal, leadership and influencing skills, the ability to contribute effectively

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to the Board and committees providing 'critical' support, communicating effectively with stakeholders at all levels.

**Specific Financial Experience and Responsibilities**

The Board member with lead responsibility for finance should have:

1. A recognised financial qualification, either ACCA (Association of Chartered Certified Accountants) or CIMA (Chartered Institute of Management Accountants);
2. An ability to advise on the process of establishing the annual accounts so that they present a true and fair reflection of the organisation's actions and financial performance;
3. An understanding and experience of the roles of audit, both internal and external;
4. An ability to advise the Board on the integrity of the organisation's financial control and management systems;
5. A commitment to lead on financial management and control matters, establishing appropriate processes and procedures in line with best practice;
6. An understanding and ability to lead the Board on risk management.