

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 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.