

**Ph** 1800 033 660 | **E** [bca@bca.org.au](mailto:bca@bca.org.au) | **W** [bca.org.au](http://www.bca.org.au/) | **ABN** 90 006 985 226

# Position Description - Finance, Audit and Risk Management Committee Representative (voluntary)

## About BCA

Blind Citizens Australia (BCA) is the National representative organisation of people who are blind or vision impaired in Australia. Our purpose is to inform, connect and empower people who are blind or vision impaired and the wider community. BCA is governed by a board of directors (the board) and a constitution.

## About the Finance, Audit and Risk Management Committee

The BCA Constitution requires the board to maintain a committee to advise the board on matters relating to financial reporting and risk management, known as the Finance, Audit and Risk Management Committee (FARM). The FARM also provides strategic advice to BCA management.

The FARM is chaired by a director, and its membership includes directors and others who have expertise in finance and risk management, and who have agreed in writing to adhere to the Board Charter. Terms are for at least one year and at the discretion of the board.

The CEO, Finance Manager and General Manager Operations attend FARM meetings, while BCA's financial operations are managed and undertaken by the CEO, the Finance Manager and other staff. An annual budget provides a blueprint for BCA's financial activity and an audit is undertaken to ensure that the end of year financial statement represents a true and fair view of the financial position.

The FARM is an internal advisory body that makes recommendations to the board and BCA’s Executive Leadership Team (ELT), being responsible for reviewing BCA's budget, ongoing financial performance, annual audit and risk management. FARM members do not represent BCA externally.

## About You

As a member of the FARM, you are motivated to work with BCA’s board and ELT to review and provide high quality advice on financial matters.

You have a strong background and interest in finance and / or risk management. You are competent reviewing financial reports, using email lists, reading electronic documents and meeting virtually.

You have a commitment to BCA's vision, purpose and values of transparency; empathy, compassion and kindness; diversity and inclusion; continuous learning, ingenuity and innovation; collaboration and teamwork. As a member of the FARM, you will be required to comply with the BCA Constitution and by-laws, Code of Conduct, policies and procedures. You will also work with us to implement our Strategic Plan 2022-25.

## What you need to know

The FARM meets virtually each month during business hours. Prior to each meeting, you are expected to review the financial reports and other documents that are circulated beforehand.

Between meetings, work may be undertaken via an email list or an occasional additional meeting, with input required for drafts and discussions.

This is a voluntary position.

## Duties of FARM members

FARM members are required to:

* contribute to financial and risk management advice to the board and BCA management.
* attend and actively participate in FARM meetings, held virtually.
* review and provide comment on monthly financial reports and other financial and risk management documents.
* read, become familiar with and respond to electronic communications and documents relating to the FARM's work on a regular and timely basis.
* complete and report on assigned tasks within agreed timeframes.

## Expectations of FARM members

* Satisfy all requirements of BCA's Constitution and Code of Conduct, and the FARM Terms of Reference.
* Undergo a National Police Check.
* To the best of their ability, ensure that all financial decisions and advice of the FARM are consistent with BCA’s strategic goals and operational plan, Australian law and BCA’s status as a Not for Profit company limited by guarantee with Donor Gift Recipient status.
* Promote the work and role of the FARM.

## Working relationships

FARM members are accountable to the FARM Chair and the board.

The FARM’s work is assisted by the Finance Manager and other relevant BCA staff. Staff work, time and availability is determined and supervised by the CEO, or their delegate.

## Skills and experience

If you are interested and skilled in financial management and passionate about the financial sustainability of BCA, consider a role with the FARM.

You will need:

* an understanding of finances and / or risk management.
* competence with numbers and ability to review technical papers.
* good communication skills.
* competence in using email and other electronic communication.
* the ability to access and actively participate in electronic meetings.
* experience or interest in belonging to a voluntary committee.
* the willingness to work as part of a team.
* the willingness to provide both written and verbal feedback in a constructive manner.

Note: While BCA will support individuals to gain necessary skills and access to facilities in order to develop the above skills, a baseline level of financial competence is required for this role.

Last updated: October 2023

End of document.