



Cockburn Basketball Association – Terms of Reference

NAME OF GROUP: Risk Management and Finance Committee

PURPOSE / ROLE OF THE GROUP:

The group's broad purpose is to input, discuss, and improve the overall operations of the CBA.

The working group is chaired by a CBA Board Member (unless otherwise indicated by the President) and requires an additional member as secretary (CEO).

It is the responsibility of the Chair to report back to the CBA Board on the activities of the group after a meeting.

All aims and responsibilities are subject to the strategic direction (and aims) of the CBA Governance, Facilities and Finance objectives.

This is outlined below.

The Risk Management and Finance Sub-committee aims to:

- Determine acceptable risk levels across the association (including, but not limited to, Reputational, Financial, Commercial, Health & Safety).
- Assess and ensure risk mitigation strategies can achieve the acceptable risk levels.
- Monitor risk mitigation strategies are being effectively implemented.
- Ensure appropriate resources are provided for management to access, to maintain an acceptable level of risk.

As a collective unit, the working group is responsible for:

- Providing assurance the corrective action plan (provided by Employsure) is being enacted by management.
- Establishment, and on-going review, of the association risk register and corrective action plan.
- Monitoring of the association's risk barriers and overall statutory compliance.

MEMBERSHIP:

- CEO (Secretary)
- CBA Director of Finance
- CBA Board Director – Chair.
- Independent Community Member Appointed by the board, ideally, with a work, health and safety background.

Other representatives may be invited from time to time by invitation from the Chairperson or CEO.



WORKING METHODS:

- Collegiate, solution-based process: The agenda identifies areas of interest, with potential improvements and solutions flagged in advance by members. The solutions become areas of collegiate discussion at the Working Group meeting. No idea is a bad idea; however, some may be understood to work better than others.
- All outcomes are driven from the responsibilities and aims of the group. There is no deviation from this, unless indicated by the Chairperson.
- Thought provoking questions and concepts may be provided prior to the meeting to stimulate prior discussion and thinking.
- Negativity and shooting down of ideas are not welcomed or accepted in the group.
- All representatives are present as members of the Risk Management and Finance Sub-committee, with all content and discussion driven around the best interests of the association and statutory compliance.

MEETINGS:

Once per term, quarterly each year. To be held in the Cougar Den at a time to be defined (in advance) by the Chairperson.

The agenda (from 2022 onwards) will be drafted and circulated 5 days in advance of the meeting, allowing some time for members to revert back with additional items of interest. It is the responsibility of the Chairperson in consultation with the CEO to discern the priority of items for the upcoming meeting and whether they are accepted.

When the minutes (including action items) are approved by the Chairperson, these are circulated to the members of the Sub-committee.

DEFINITION OF TERMS:

Chairperson: Responsible for collating input on the agenda, controlling the tone and direction of the meeting (while keeping it on track), confirming the minutes with the CBA CEO and providing outcomes to the members of the group.

Secretary: Responsible for the minutes of the meeting.

Tyrone Thwaites
Chief Executive
Cockburn Basketball Association