



Chair of the Finance and Risk Committee

TERM

The term of office for the Chair of Finance & Risk shall be two (2) years, commencing at the conclusion of the Congress meeting at which their election is made or appointment is effective, and expiring at the commencement of the next Election Congress meeting, unless he/she resigns, is removed, ceases to be Eligible, or ceases to act as a Board Member for any other reason.

The Chair of Finance & Risk is an elected member of the Board of Athletics Ireland as a representative of one of the principle committees of the organisation.

INDUCTION AND LETTER OF APPOINTMENT

Within two months of each Election Congress, the Chief Executive Officer shall arrange for each Board member to undergo an induction. This process will include familiarising all Board members with their roles, duties and responsibilities, the Rules and Regulations, the Athletics Ireland Strategic Plan and budget, and the current issues.

Following the induction, all Board members will be required to sign a written agreement with Athletics Ireland recording their agreement to actively undertake their duties, to act in the best interests of Athletics Ireland and to comply with all Rules and Regulations, together with such other administrative details as are relevant or necessary.

ROLE

The role of the Board is to govern the sport of athletics on the island of Ireland, as set out in the Constitution. Each Board member must seek to fulfil that role by carrying out the duties and responsibilities, including the primary responsibilities summarised below. In all cases, the Board member must consider the interests of athletics and Athletics Ireland as a whole throughout the island of Ireland and must ensure that Athletics Ireland acts in accordance with the Constitution and Rules and Regulations, and the Code of Conduct.

PRIMARY RESPONSIBILITIES

- To attend and actively participate in all Board Meetings and Finance & Risk meetings;
- To ensure that the activities of Athletics Ireland are carried out in a manner which is not likely to create a substantial risk of serious loss to the Athletic Ireland creditors, and without Athletics Ireland incurring any obligations unless the Board believes at that time, on reasonable grounds, the Athletics Ireland will be able to meet the obligations when it is required to do so;
- To ensure all regulatory financial compliance requirements are met in a timely manner and that Athletics Ireland adheres to principles of best practice;
- To approve and review the Athletics Ireland annual budget at the Finance and Risk

Committee, and subsequently recommend the budget to the Board for approval, to regularly monitor monthly progress against the approved annual budget;

- To review and recommend amendments to the Board of the Financial & Risk Policies;
- To review and approve the Annual Audited Accounts and recommend for approval by the Board;
- To regularly review and consider all risks facing Athletics Ireland. Oversight of the management strategies identified to mitigate against identified risks.
- To consider and make financial/risk recommendations to the Board for Congress/AGM for amendments to the Constitution;
- With respect to the membership, to make recommendations to the Board for approval for Congress on the amount of the Membership Fee/Club Affiliation;
- To assist to resolve and determine any financial/risk disputes or matters as required;
- To hold an Athletics Ireland digital security key to approve any payment over €5,000, in addition to approving any payment to the CEO, the Director of Finance, or expenses in respect of the President.

KEY RELATIONSHIPS AND INTERFACES

- Director of Finance
- Finance & Risk Committee members
- President
- Board
- CEO

EXPENSES

Board Members receive a mileage rate of 50 cents per mile for all business-related travel.

COMMITMENTS

- 8-10 in person Board meetings per year generally held in the AI offices
- 8-10 in person Finance & Risk meetings per year generally held in the AI offices. Note the Finance & Risk meets take place the week prior to each Board meet
- In addition, material review pre/post meetings
- Email consultation between in person meetings