



**FINANCE AND AUDIT ADVISORY SUB-COMMITTEE OF THE SHOALHAVEN BASKETBALL ASSOCIATION
BOARD
TERMS OF REFERENCE**

1. PURPOSE

The Finance and Audit Advisory Sub-Committee (the Committee) will represent and assist the Board in fulfilling its oversight responsibility to the Members relating to discharging the relevant Objects set out in Shoalhaven Basketball Association's (SBA) Constitution. To that end, this Committee is established solely to assist the Board with its oversight responsibilities relating to the following Object under section 3(e) of the SBA Constitution:-

- a. Advance the operations and activities of the Association throughout the local area;

As it relates solely to finances.

2. COMMITTEE AUTHORITY

The SBA Board delegates no decision-making power to the Committee. The Committee will make recommendations to the SBA Board for its consideration and determination.

3. COMMITTEE RESPONSIBILITIES

- a. Oversight of SBA finances and audit requirements

4. MEETINGS

The Committee will meet at a minimum 4 times between February and November each year in the week prior to the monthly Board meeting and should be kept to a reasonable duration. Additional meetings may be called as required.

The Chair of the Committee will report to the Board regarding any proposed Committee recommendations for its consideration.

5. COMMITTEE MEMBERSHIP

The Committee members will be appointed by the Board. The Committee will have up to a maximum of 3 members. The composition of the Committee may include:

- a. SBA Financial Director;
- b. SBA Directors; and
- c. SBA staff.

The Chairperson of the Committee shall be a Board Member appointed by the Board.

The Committee will be established on an annual basis during the last quarter of the year (October - December).

6. ACCOUNTABILITY

- a. Accountable to the SBA Board.
- b. Adheres to the SBA Constitution Vision, Mission & Values and the guiding principles in the SBA Strategic Plan.

7. RESPONSIBILITIES

- a. Recommend alternative sources of revenue for SBA;
- b. Recommend investment opportunities for SBA;
- c. Provide a yearly SBA budgets;
- d. Liaise with SBA auditor;
- e. Provide monthly and YTD results of Profit and Loss actual to budget financial reports to each board meeting;
- f. Review and make recommendations for SBA domestic and representative payment structures;
- g. Review and make recommendations for SBA sponsorship;
- h. Collaborate with the other SBA Advisory Committees;
- i. Submit a calendar of key events and proposed dates to the Board to enable effective planning and timely communication with members;
- j. Liaise with the SBA staff to facilitate and promote Committee activities; and
- k. Adopt and promote 'best practice' within SBA to deliver outstanding customer service to members.

8. SUPPORTING DOCUMENT EXAMPLES AVAILABLE

- a. Agenda
- b. Board Report (example of layout and content)
- c. Annual AGM Report (example of layout and content)
- d. SBA Communications Briefing form

9. POSITION RESPONSIBILITIES

The identified roles are responsible for, but not limited to, the key items below.

Committee Chairperson (Board Member)

- a. Chair Committee meetings.
- b. Follow the Strategic Plan, policies, by-laws and procedures of SBA.

Committee Secretary

- a. Convene, organise, record and distribute minutes of Committee meetings.
- b. Prepare meeting notices and Agenda with the assistance of the Chairperson.
- c. Provide all details of events and programs requiring communication in a timely manner using the SBA Communications Briefing form.

Committee Members

- a. Attend Committee meetings
- b. Participate in all financial planning activities.
- c. Maintain a positive presence within the SBA community.

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