



Tennis Victoria calls for expressions of interest for the position of Independent Chair of our Audit & Risk Committee.

We are looking for people who:

- Have significant professional experience in finance, audit or risk management.
- Have an independent viewpoint and strong leadership capability.
- Are keen to contribute to our thriving sport across the whole of Victoria, which has a clear strategy through to 2024, and is achieving strong participation and growth post-COVID.
- Wish to enhance and share your governance experience with a highly regarded sport that works closely with tennis organisations and communities across the state namely Local, State and Federal Governments, and Tennis Australia.
- Reflect the diverse and inclusive tennis communities we serve, bringing cognitive diversity, experience and ideas to our organisation. Female candidates are strongly encouraged to apply.

About Tennis Victoria:

- We are the governing body for Tennis in Victoria. We represent over 800 affiliated tennis clubs, centres and associations, who collectively provide opportunities for over 400,000 Victorians to play tennis annually.
- We are a member association of Tennis Australia.
- We are an incorporated association under the Associations Incorporation Reform Act 2012 (Vic).
- We embrace high standards of corporate governance. Our Board is skills-based and gender-diverse, comprised of 6 Elected Directors and 3 Appointed Directors, supported by a robust Nominations Committee process.
- We support and develop the Victorian tennis community by providing service through our 43 FTE staff, within a business with \$5m annual turnover.
- Our purpose is to *create safe and inclusive, thriving tennis communities*.
- Our Annual Report archive is available [on our website](#).

The role:

The Audit & Risk Committee Chair is responsible for leadership of the committee including:

- Facilitating information flow between the committee and board.
- Facilitating effective functioning of the committee, including managing meetings.
- In consultation with management:
 - Setting the agenda for committee meetings; and
 - Overseeing the quality, sufficiency and relevance of information made available to the committee.
- Facilitating open and constructive communications amongst the committee, between committee and management and between committee and board; and
- Maintaining meeting focus on strategic and priority matters.

The Committee:

- The Audit & Risk Committee discharges its duty by making recommendations to the Tennis Victoria Board.
- The Committee is comprised of 4 or 5 individuals:
 - The Independent Chair
 - 2-3 Directors (excluding the President but including the Treasurer)
 - 1-2 non-Director appointments, generally from within the Victorian tennis community.

- The scope of the committee’s work is set out in its Charter and includes:
 - **Internal controls:** reviewing accounting and business policies, and delegations and authorisations.
 - **External audit:** reviewing the auditor’s contract and annual audit plan, evaluating the performance of the auditor, and reviewing the auditor’s reports and management’s responses.
 - **Investment portfolio review:** ensure that the portfolio is managed by the external fund manager in line with the Investment Policy, and review any proposal for external investment of surplus funds.
 - **Financial reporting:** Review draft financial reports to ensure compliance with statutory and regulatory requirements, and recommend to the Boar whether financial and other statements should be signed.
 - **Risk management:** Review the risk management framework, and assess the effectiveness of the risk management framework, including adequacy of the annual insurance program.
 - **Complaint handling:** Ensure procedures are established and followed to review complaints received concerning accounting, risk and other matters within the committee’s scope
 - Any other projects or responsibilities directed by the Board.
- The Committee meets 4-5 times annually, on a roughly quarterly basis.
- Meetings are generally 90 minutes in length, commencing at 5:30pm at Tennis Victoria’s offices at AAMI Park (Olympic Boulevard, Richmond), with the use of videoconferencing available if/as required.

Application Timeline

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| • Sunday 2 October | Applications close at 11:59pm |
| • Thursday 13 October | Shortlisted candidates interviewed |
| • Monday 17 October | Successful candidate appointed |
| • Mon-Fri 17-23 October | Induction period |
| • Monday 24 October | First meeting of Audit & Risk Committee as Chair |

How to Apply

Email your application, consisting of a 1-page letter of introduction and a maximum 2-page CV, to Tennis Victoria Company Secretary, Tim McGrath, via tmcgrath@tennis.com.au

Applications close Sunday 2 October 2022.

For any queries about this process or further information on how to apply, please contact the Tennis Victoria Company Secretary, Tim McGrath, via 0412 469 009 or tmcgrath@tennis.com.au