**Chair of the Audit and Risk Committee Role Description**

The role of the Chair of the Audit and Risk Committee (ARC) is to provide leadership and direction to the ARC Committee. The Chair’s aim is to enable the committee to fulfil their responsibilities for the overall governance and strategic direction regarding Finance, Audit and Risk, in accordance with the Terms of Reference for the Committee.

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| Accountable to: | * Chair of the Active Black Country Ltd Board
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| Responsible For: | * Leading the Audit and Risk Committee (ARC) to ensure the integrity of the all financial and non-financial control, regulatory compliance, and risk-management policies & processes of ABC.
* Providing reports, recommendations, and advice to to the ABC Board in line with the scheme of delegations.
* Ensuring that ARC advises the ABC Board on the adequacy and effectiveness of the internal audit framework.
* Overseeing a regular rolling review of all financial and non-financial control, regulatory compliance, and risk-management policies of ABC.
* Monitoring the implementation of all financial and non-financial control, regulatory compliance, and risk management policies.
* Advising the ABC Board on the appointment of external auditors and monitoring the implementation of audit report recommendations.
* Leading a review of the draft annual budget, make recommendations to the ABC Ltd Board for approval, and to monitor quarterly financial performance against the budget.
* Reviewing the content of the Annual Report & Financial Statements of the Charity, and to make relevant recommendations to the Board for approval; ensuring it has fulfilled its statutory and regulatory accounting requirements.
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| Key Duties: | * Set ARC’s agenda, ensuring the Committee operates within ABC Ltd’s ‘Scheme of Delegation’ and to the scope outlined in the ARC Terms of Reference.
* Chair ARC meetings to ensure effective discussion, deliberation, and decision making takes place, with all adequately minuted.
* Ensure that the ARC assesses and provides the Board with an opinion on the adequacy and effectiveness of the assurance arrangements to meet Company & Charity Law in addition to ensuring the assurance requirements, as are set out under the 2021 Code for Sports Governance, are met.
* Support the development of ARC members and, with the support of the Chair of the Board, ensuring that appropriate training is put in place for committee members and knowledge is up to date.
* With the Support of the CEO and Business Operations Manager, advise the Board on the appointment, reappointment, dismissal and remuneration of the external auditor.
* Oversee the review and consideration of the reports of the external auditor & monitoring the implementation of their recommendations and agreed timescales for any actions or decisions needed.
* To oversee the production of an annual report for the Board summarising ARC’s activities for the financial year.
* Develop a productive working relationship with the Chair of the Board, the CEO and the Business Operations Manager, based on a full understanding of the role of the Audit Committee in the governance of ABC.
* Contribute to the annual self-assessment of governance.
* Engage with relevant stakeholders to ensure the best interests of Active Black Country Ltd are represented and upheld at all times.
* Abide by the Code of Conduct for all Board Directors.
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**Person Specification**

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| Person Specification: | * A qualified professional with at least 5 years’ experience as a senior manager from within any of the following areas; law, audit, accounting, financial management, risk management, and/or regulatory compliance.
* An understanding of the appropriate business of an Audit Committee.
* Experience of overseeing organisational risk in a leadership role.
* Experience of working with audit firms as a client or as an audit services provider.
* Experience of realising an organisation’s commitment to excellence through its strategic aims.
* Networking skills and experiences with senior influencers, and capability and willingness to use these for the benefit of ABC Ltd.
* Experience of strategic working, business planning, and change management review mechanisms.
* Excellent communication and interpersonal skills and the ability to respect the confidences of colleagues.
* Balancing tact and diplomacy with willingness to challenge and constructively criticise.
* Knowledge of the obligations of charitable trustees or company directors and a willingness to devote time to carry out these responsibilities.
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