

# Role Description for Finance, Audit and Risk Committee Member

## Role

As a Finance, Audit and Risk Committee member, you will assist the committee in developing and achieving its strategic goals. In addition to attending committee meetings, committee members also contribute new ideas and skills to help develop and achieve the committee's goal.

The responsibilities of the Committee are as follows:

- The Committee is responsible for reviewing and overseeing the financial management of the BSH.
- To consider the Society's financial strategy and its budgets and make recommendations to the Trustee Board.
- Monitors the Society's performance against the budgets and agree and monitor action plans where remedial steps are necessary.
- To review the Society's Risk Register on an annual basis and present this for the Board's approval.

## Responsibilities

- Aim to attend all meetings or send an apology to the chair and the assigned BSH support officer if you are unable to do so.
- Provide comments on papers where you are unable to attend.
- Prepare for the meeting by reviewing the agenda, papers, and email communications before it takes place. Consider the points you want to raise.
- Actively participate in the meeting by listening to others, contributing positively to the discussion, and providing concise feedback.
- Draw attention to potential conflicts of interest that may arise during the meeting.
- Fulfil any responsibilities assigned to you at the meeting and be prepared to report back on your progress.
- Maintain confidentiality whenever necessary.
- Individual contributions to the committee should be respected and always valued.

## Desirable attributes

- Background or interest in financial management.
- Ability to commit time to conduct the role well.
- Good communication skills.
- Good organisational skills.

## Time Commitment

The appointment is for three years (renewable once).

- 2-4 meetings a year which can be held remotely or face-to-face.
- Time variable dependent what your involved in.