



## Position Description: Independent Chair of Finance, Audit and Risk Management Committee (voluntary)

Support/supervision	Jo Curtin, CEO
Location	Meetings via video conference
Time commitment	Meetings of the Committee are held at least four times per year (in addition to any meetings at the request of the CBF Board, any Committee member, the Chief Executive Officer or the Company Secretary as required)
Term	Three years

### About us

The Community Broadcasting Foundation (CBF) is a proud champion of community media – Australia's largest independent media sector.

Our funding helps connect people living in major cities, regional towns and remote communities across the country. It ensures the millions of people who tune in to their local community-owned and operated radio stations every week are hearing local information, news, stories and voices.

Our grants support a strong and thriving sector where community broadcasters are embedded in and a reflection of the diverse communities they represent and serve. This includes First Nations, ethnic and print disabled Australians, as well as those in our communities who are under-represented in other media.

Each year, we distribute more than \$20 million in funding to help over 450 community media organisations across Australia communicate, connect and share knowledge with their communities through radio, television and digital media.

### Our grant programs

We distribute three types of grants: Content (including Specialist Programming), Development & Operations, and Sector Investment.

The projects we fund range in size and scope, from nation-wide projects that enhance the impact of community media to local-level grants for equipment, capacity-building and governance.

Many of our grants also support the production of content that fosters discussion about local and national issues, provides information in community languages, amplifies local stories and voices, and highlights groups, services, musicians and artists in the community. These programs, series and segments are shared with audiences on-air or on-demand in communities across Australia.

### Consultation & independence

We believe in the need to be independent and transparent in supporting a resilient sector for the long-term. Our independence is essential for fair and equitable grants processes.



Our grants review process is based on a peer-review model. Experienced community broadcasters and industry experts are central to how we operate. Together, our volunteers review almost 1000 grant applications each year. Our volunteers contribute their insights and experience so that our grant programs respond and adapt to meet the changing needs of community media.

For more information on the work of the CBF visit [www.cbf.org.au](http://www.cbf.org.au).

## Role description

The CBF is seeking an appropriately skilled and experienced person to serve as the Independent Chairperson of the Finance Audit and Risk Management (FARM) Committee, a subcommittee of the CBF Board. **Note: This is not a Board position.**

This is a volunteer role that will work closely with the other FARM Committee members in assisting the CBF Board to discharge its corporate governance responsibilities to exercise due care, diligence and skill in relation to CBF finance and audit requirements and overall risk management including oversight of the design, quality, effectiveness and integrity of the CBF's audit and risk management strategy.

Meetings of the FARM Committee are held at least four (4) times per year. The Committee also meets at the request of the Board, any Committee member, the Chief Executive Officer or the Company Secretary as required. Meetings may be held in person, by telephone or by video conference, or by any combination of these media. For more information refer to the FARM Committee Charter below.

A three-year term is offered commencing 1 January 2024. The candidate may also be appointed to the Committee for up to three consecutive terms.

While participation is on a voluntary basis the CBF meets all travel and accommodation costs where required.

## Responsibilities

The Independent Chair of the FARM Committee is responsible for reporting to the Board after each meeting of the Committee, in relation to the findings and recommendations of the Committee. Minutes of all Committee meetings are made available to the Board on request.

The Committee considers any matters necessary in order to fulfil its objectives and makes recommendations to the CBF Board. The Committee also examines any other matters referred to it by the CBF Board.

The main duties and responsibilities of the FARM Committee including the Independent Chair are to:

- Oversee the annual financial audit and liaise with appointed auditors to ensure delivery of the annual accounts
- Oversee the development and submission of the annual Operating budget via monthly meetings of the Finance Manager and Treasurer, monitor and address any financial management issues as they arise, reporting to the CBF Board as required
- Manage and evaluate the need for any additional auditing requirements, as necessary
- Develop and review annually the risk management strategy, the Risk Management Plan, and the Risk Register
- Monitor and review the adequacy and currency of the CBF's policies, and refer policies to the Board for decision where significant change has been required which is material



- Monitor the adequacy and effectiveness of the CBF's risk management processes; and
- Monitor and make recommendations to the CBF Board regarding the CBF's emerging and
- material risks including the CBF budget or strategy, or other particular risks or risk management practices including mitigation of such risks.

For the purposes of ensuring risks are adequately monitored, the Committee will have oversight of, and review the regular risk monitoring of:

- Compliance incidents
- Operational incidents
- Complaints
- Work, Health and Safety (WHS) matters
- Legal matters; and
- Whistleblower matters.

Each FARM Committee member must:

- act in good faith and in the best interests of the CBF
- not improperly use their position or misuse the CBF's information
- declare any perceived or actual material conflict of interest
- act with care and diligence, enhancing and protecting the CBF's reputation
- not allow the CBF to operate while it is insolvent.

## Qualifications and experience

As a member of the FARM Committee, you will be part of a dedicated team of three to six people who come from diverse backgrounds and bring significant knowledge, skill and experience in one or more of the following areas:

- risk management
- governance
- finance
- policy
- grant-making

As a FARM Committee member you will be recruited according to our [Diversity, Access and Equity Policy](#). We are committed to recruiting members who reflect the diversity of the community and have the optimum combination of experience, skills and attributes.

## Training and support

You will be provided with induction and training prior to your first meeting. You will receive an Induction kit containing the FARM Committee Charter, Policies & Practices Register, the CBF Annual Report, Strategic Plan, Constitution, Funding Deed, Key Dates, minutes from the Committee's most recent meetings, Contact List and relevant policies, procedures and governance best practice resources.

As a Committee member you will also be registered for online Indigenous and CALD cultural competency training (unless exempted due to your cultural background, prior experience or learning).

Your main sources of support during your term on the FARM Committee will be the CEO of CBF and Committee Treasurer (CBF Board member). These team members will be available to identify any professional development opportunities, address any concerns and provide opportunities for feedback between yourself and the organisation.



## Benefits

The benefits of being in a FARM Committee role include:

- working as part of a passionate, diverse group of volunteers from the community broadcasting sector to oversee CBF's finance and audit requirements
- opportunity to develop and contribute to the design, quality, effectiveness and integrity of CBF's risk management strategy, processes and procedures
- ability to develop and review strategy across compliance monitoring, incident management and risk monitoring
- opportunity to make recommendations to the CBF board about emerging and material risks, including required policy changes and matters concerning CBF's budget, strategy and risk management practices

For more information about the CBF FARM Committee, please refer to the attached Finance Audit and Risk Management Committee Charter: <https://cbf.org.au/documents/2023/08/audit-risk-management-committee-charter.pdf/>.

For more information about CBF, visit [www.cbf.org.au](http://www.cbf.org.au)

Please submit all nominations at <https://cbf.smartygrants.com.au/nominations2023>