POSITION DESCRIPTION

Position	**Chair, Finance & Risk Committee**
Job type	Volunteer (Non-Executive Director)
Reporting	Girl Guides Victoria Board
Term	Three Years (possible extension of two years after first term)
Date	August 2026

ABOUT GIRL GUIDES VICTORIA

At Girl Guides, we empower girls and young women to thrive.

For over 100 years, we've created a space where Guides can be themselves, feel valued, and find a sense of belonging. Every girl deserves the opportunity to explore who she is and what she can achieve. Connected globally to over 10 million members in 150 countries through Girl Guides Australia, we offer local, national, and international community involvement.

Girl Guides Victoria (GGV) is a progressive, secular and volunteer-led organisation delivering values-driven, girl-led leadership programs, supported by 1000 volunteers and 20 staff across Victoria. To learn more, visit our website.

This governance leadership role is not restricted by gender. GGV welcomes applications from suitably qualified people of all genders.

The successful candidate will demonstrate commitment to GGV's purpose, values and inclusive principles, and for empowering girls and young women.

POSITION PURPOSE

The Chair leads the Finance & Risk Committee (FRC) and provides independent oversight of GGV's financial sustainability, reporting, audit, risk management and asset stewardship.

Working with the Board Chair, CEO, State Commissioner and Committee members, the Chair helps the Board understand GGV's financial position, assess material risks and make timely, evidence-informed decisions. The Chair attends GGV Board meetings and provides regular reports and recommendations.

The Chair ensures the Board receives clear, reliable and forward-looking advice, and oversees the Alternate Revenue and Property Strategy Subcommittees.

This significant governance role helps ensure financial, property and revenue decisions support long-term organisational sustainability.

The role provides governance oversight and strategic advice. Day-to-day financial and operational management remains with the CEO and management team.

POSITION REQUIREMENTS

Key responsibilities	
Committee Leadership	• Lead the Committee with independence, judgement, integrity and a focus on GGV's best interests. • Work with the CEO, Board and Committee to set an annual work plan aligned to strategy and risk. • Approve agendas, ensure quality papers and facilitate disciplined, respectful discussion. • Ensure responsibilities are fulfilled under the Committee Charter, Board delegations and regulatory obligations. • Report to the Board on significant findings, emerging risks, recommendations and matters requiring attention or assurance. • Periodically review Committee and subcommittee effectiveness, composition and capability.
Financial Sustainability & Strategy	• Review financial strategies, budgets, forecasts and long-term modelling to support GGV's strategy and viability. • Ensure the Board receives clear, timely information on performance, liquidity, reserves, revenue, expenditure, commitments, capital needs and sustainability risks. • Encourage realistic assumptions in budgeting, forecasting and scenario analysis. • Monitor performance against budgets and ensure significant variances are explained and addressed. • Support disciplined prioritisation and Board understanding of financial implications, risks and opportunity costs.
Financial Reporting & Controls	• Review the integrity, accuracy and timeliness of financial information to the Committee and Board. • Oversee accounting policies, estimates, delegations, systems, policies and internal controls. • Ensure appropriate management and reporting of suspected or actual fraud, misconduct, breaches and financial compliance obligations.
Audit & Assurance	• Oversee the external audit process and maintain an effective, independent auditor relationship. • Recommend auditor appointment, performance, remuneration, audit scope and annual financial statements to the Board. • Review audit findings, meet with the auditor as appropriate and monitor timely completion of agreed actions. • Consider whether further assurance is needed for significant risk areas.
Enterprise Risk Oversight	• Review the enterprise risk framework and risk appetite and recommend changes where needed.

	• Monitor high and emerging risks, mitigation strategies, controls and governance-level risk reporting. • Seek assurance on business continuity, fraud prevention, cyber security, safety, compliance, insurance and asset protection. • Avoid involvement in operational risk management, which remains with the CEO and management.
Relationships & Governance	• Build trusted relationships with the Board Chair, CEO, State Commissioner, management and subcommittee chairs. • Act as a strategic sounding board while respecting the CEO's authority. • Promote effective communication and information flow, respectful challenge, openness and transparency. • Maintain confidentiality and support collective Board decisions.
Organisational key result areas	
Values, Culture and Leadership	• Consistently display and demonstrate GGV values and Code of Conduct. • Promote a positive, inclusive, respectful and supportive working environment.
Child Safe Child Friendly	• Promote and consistently adhere to Girl Guides Child Safe Framework, the Victorian Child Safe Standards and the Reportable Conduct Scheme.
Best Practice	• At all times act in accordance with GGV's organisational policies and procedures. • Take responsibility for ongoing development to ensure adherence to relevant professional and position requirements.
Risk Management	• Take reasonable care for the health and safety of themselves and others. • Report any hazards and/or incidents observed in the workplace and/or at external events. • Proactively ensure a safe operating environment by adhering to all OH&S requirements, including psychological safety and wellbeing. • Ensure that GGV is compliant with Privacy and related legislation.

KEY SELECTION CRITERIA

Essential

- Financial qualifications and senior leadership experience in finance, governance, audit, risk, investment or a related field.
- Strong financial literacy, with the ability to interpret complex information and explain material issues clearly.
- Experience contributing to organisational sustainability, business improvement, transformation or significant strategic change.
- Experience chairing or contributing at a senior level to a Board, Board committee or comparable governance body.
- Experience overseeing financial reporting, budgeting, forecasting, internal controls and external audit.
- Sound knowledge of contemporary risk management and assurance principles.
- Ability to assess business cases, commercial proposals, strategic investments and major resource-allocation decisions.
- Capacity to provide respectful challenge and support timely, evidence-informed decisions.
- High standards of ethics, integrity, confidentiality and professional judgement.
- A genuine commitment to the vision, mission and values of Girl Guides Victoria.

Desirable

- Experience in not-for-profit, volunteer, youth, gender equality and/or membership organisations.
- Sound knowledge of child safe policies, practices and implementation.

SECURITY AND SCREENING

The GGV Chair, Finance & Risk Committee appointment is conditional upon the appointee:

- Completing the National Police Check to GGV's satisfaction
- Holding a current Volunteer Working with Children Check
- Completing the Child Safe training and signing the GGV Child Safe Declaration Form
- Signing the Girl Guides Australia Code of Conduct

CHILD SAFETY

Girl Guides Victoria is a Child Safe Organisation, and all directors, staff and volunteers adhere to the Child Safe Framework, the Victorian Child Safe Standards and the Reportable Conduct Scheme. Girl Guides Victoria has zero tolerance for misconduct, neglect, or abuse of children.