

SOCIETY OF SAINT VINCENT DE PAUL
National Council of Canada

Committee Terms of Reference

Committee
Name:

Finance

Type :

Standing

Goals:

The Committee is responsible for all financial and administrative matters including planning, controlling and accounting.

At all times the Committee will act in a manner which squares with the fiduciary responsibilities of directors and other policies as set out by the Board of Directors.

Membership:

- VP Finance, chair;
- National Council Treasurer,
- 2 – 3 members at large, preferably with accounting background.
- President is Ex Officio member.

Meetings:

Meetings are held quarterly, and at the call of the chair.

Responsible to:

The Board of Directors

Reporting &
Deadlines:

At meetings of the Executive Committee and Board of Directors, and at Annual General Assembly.

Specific Duties, Functions or areas of Responsibility:

- a) Prepare an annual budget for the Board of Directors' recommendation and approval by the members at each AGA.
- b) Prepare and/or update a financial policies and practices manual. Ensure that financial policies and practices are maintained.
- c) Assist the treasurer to prepare and distribute financial statements as required.
- d) Control all expenditures within the approved budget.
- e) Prepare financial materials for annual financial report and/or audit.

- f) Organize any subcommittees as may be required by the Board of Directors.
- g) Ensure that all Board members are aware of their financial responsibilities and educate them to properly assume same.
- h) Ensure that an effective and prudent investment program is implemented.
- i) To advise and support the President and the Executive Director on all matters related to financial issues.
- j) Prepare written reports, other than financial, for distribution to Board members. Reports must contain any notice of motions to be discussed and voted upon at the meetings.
- k) Ensure that all source deductions are made and properly sent, and that the same is recorded in all minutes of the Board of Directors.

Approval/Review Date: Annual review.

Board of Directors Approval:

Revised: