



Finance Governance Committee: Terms of Reference

June 2024

Next review: June 2026

Purpose

The purpose of the Finance Governance Committee (Finance Committee) is to:

- ensure that the College fulfills its legal, ethical, functional and fiscal responsibilities through adequate finance policy development for the Board's approval,
- participate in the development of financial, budget and investment strategies,
- ensure that there is adequate security over the organization's funds and accounting records,
- monitor financial activities, and
- liaise with the external auditors.

Outcomes from the Finance Committee's work should include shrewd and responsible fiscal management, strategic development of budgets and investments, and supporting the completion of the annual financial audit by the College's auditors.

Membership

- The Finance Committee will be appointed by the College Board.
- Membership will consist of a minimum of four (4) registrant members, one (1) Lay member and the Board Chair (optional):
 - The Chair can be a registrant member or a Lay member.
 - At least one (1) member must also be a Board Lay member.
- The Chair of the Finance Committee will be part of the membership of the Executive Governance Committee.
- The CEO and Finance Manager will be additional ex-officio Finance Committee members plus other staff, as needed.

Meetings

- Four (4) to five (5) virtual meetings prior to regularly scheduled College Board meetings.
- Virtual meeting to approve the annual Financial Audit.
- One (1) in-person budget planning workshop annually—where possible, prior to a Board meeting.
- Quorum required for meetings will be three (3) voting members and one (1) lay member.
- Extra-ordinary meetings when required.

Duties and Responsibilities

It is expected that Finance Committee members will make every effort to attend meetings and prepare for meetings in advance.



All information and materials developed by the Finance Committee will be held in confidence and will not be shared with parties outside the College of Applied Biologists, unless a formal decision has been made to communicate to external parties or organizations.

Resources and Budget

The Finance Committee will operate within the budget allocated by the Board of the College of Applied Biologists. Should unforeseen expenses arise, the Chair will seek authority to overextend the budget from the College Board.

Deliverables

- Special projects as determined through the annual Business Plan.
- Policies relating to the College's finances.
- Reports to Board as required.
- Draft budget for Board's approval and regular budget updates.
- Completion of annual financial audit and delivery of audited statements.