

# FINANCE COMMITTEE TERMS OF REFERENCE

## Composition

The Finance Committee shall consist of at least four (4) and up to six (6) Governing Council Representatives, of which three (3) shall be the President, the Vice-President Finance, and the Vice-President Administration.

The Vice-President Finance shall be the Chair of the Finance Committee and may appoint an alternate chair as required.

## Purpose and Authority

The Finance Committee is responsible for the following:

1. Identifying and recommending the AJC's financial priorities; developing and recommending financial planning, having regard to the AJC's priorities, finances and operational requirements;
2. Recommending for approval by the Governing Council the annual operating budget at the annual face-to-face meeting normally scheduled in October;
3. Reporting to the Executive Committee and Governing Council at least quarterly or more often as required on the financial status of the AJC;
4. Recommending the appointment of an auditor to the Governing Council for approval on an annual basis;
5. Reviewing monthly year-to-date budget reports, statements of financial position (balance sheets), statements of operations (income) and cash flows, and other financial statements as required;
6. Developing and recommending financial policies or changes thereto for Governing Council approval;
7. Approving expenditures that relate to Finance Committee affairs, as appropriate.
8. Seeing to it that various internal audit techniques are performed and reported upon quarterly, including but not limited to: reviews of bank reconciliations; reviews of the number of credit card accounts open in the AJC' name, reviews of cash transfers to non-arm's length parties; and review of payroll amounts for consistency with employee contracts.

## **Chair of the Finance Committee**

The Chair shall be responsible for chairing the meetings, reporting Committee activities to the Executive Committee, ensuring that the meetings move forward and effectively and that periodic updates on financials are provided to Governing Council as appropriate.

The Chair shall liaise directly with the auditors as appropriate for the purposes of the preparation and finalization of the auditor's report.

The Chair shall also provide direction to appropriate AJC staff to ensure that effect is given to any financial-related decisions made by the EC or GC, as the case may be.

## **Meetings**

Meetings will be convened on an as needed basis but no less than quarterly. Meetings may be held in person, by telephone or by email.

## **Quorum**

Quorum shall be a majority of the membership of the committee.

## **Governance**

Recommendations and decisions of the Finance Committee, to the extent decisions may be rendered, shall be made by consensus.

The Finance Committee shall report to the Executive Committee and the Governing Council.

## **Record-Keeping of Decisions**

The Chair shall ensure that a record of all decisions and recommendations of the Finance Committee is maintained.

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Related By-Laws/Resolutions Consulted in Preparation of this Document:

Constitution: section 7.3.

Resolution passed October 27, 2007, creating a standing Finance Advisory Committee to offer advice/assistance to the VP Finance (see attached).

Resolution passed February 18, 2016, approving additional paragraph (8.) to "Purpose and Authority" (see attached).

Resolution passed September 21, 2017, approving corrections and modifications to the Terms of Reference (see attached).

Resolution passed June 21, 2018, approving the inclusion of the Vice-President Administration to mandatory members (see attached).