

FINANCE SUB-COMMITTEE

Terms of Reference

MEMBERSHIP

Chaired by a member other than the Treasurer.

Two other committee members representing CCA/Aim and independent contractors.

MAIN RESPONSIBILITIES

- Provide advice and guidance to the treasurer in matters relating to the financial management of the committee
- Provide advice and guidance to the committee on matters relating to financial good governance
- Prepare a budget each year
- Provide recommendations to the committee relating to expenses and remuneration of employees
- Review and update the committee's expenses policy at the start of each new committee unless required
- Advise the committee on an appropriate level of contractor levy
- Consider and authorise items of expenditure where a decision needs to be made outside of full committee meetings
- Monitor and advise on areas of conflict of interest
- Scrutinise the current accounts and expenditure versus budget.

FUNCTIONING OF THE SUB-COMMITTEE

The committee will operate virtually by way of email, telephone or web. A full meeting will be held three times yearly prior to the main committee meeting.