

TERMS OF REFERENCE OF FINANCE SUB-COMMITTEE

Purpose

The Finance Sub-Committee is responsible to the Strategic Board for:

- Ensuring Eastside Community Trust operates appropriate financial and accounting policies
- Assessing the financial performance of Eastside Community Trust
- Determining the strategy for management of Eastside Community Trust investments ensuring appropriate reserve levels and generating adequate returns.
- Monitoring and managing the impact on the balance of restricted and unrestricted income on the organisation's ability to deliver its work
- Making recommendations to the Strategic Board in line with the Scheme of Delegation



Membership

In accordance with the Constitution, the Finance Sub-Committee will be comprised of at least three and no more than seven members all of whom shall be Directors and one of whom must be the Treasurer.

The Committee may also appoint non-Directors acting in an advisory capacity. Currently these are:

David Baptiste – Linden Accountants
Mike Taylor – Blackbird Consulting
Eastside Community Trust CEO

The Chief Executive will be in attendance at all meetings, but is not a voting member of the Sub-Committee.

Appointments and Terms

Members of the Finance Sub-Committee will be appointed by the Strategic Board in accordance for a term not exceeding three years. Maximum period of service is six years.

If a Sub-Committee member ceases to be a board member, they will also cease being a Sub-Committee member.

Chair

The Treasurer will be the Chair of the Finance Sub-Committee. In the absence of the appointed Chair, the committee members will elect a Chair for the duration of the meeting.

Secretary

A member of staff will act as the Secretary.

Quorum

The quorum of the Finance Sub-Committee meetings shall be 50% of the members eligible to attend and able to vote.

Frequency of Meetings

The Committee will be expected to meet four times per year or as required by the Chair.

Notice of Meetings

Unless otherwise agreed, notice of each committee meeting confirming the venue, time and date together with an agenda of items to be discussed and supporting papers, will be forwarded or notified to each member of the Committee and any other person required to attend, no later than five working days before the date of the meeting.

Conduct of Meetings

An approval or resolution of the Finance Sub-Committee may be passed by a simple majority of those present and entitled to vote at the meeting.

Finance Sub-Committee may make arrangements to pass resolutions between meetings either in writing or by electronic communications.

Any decision made by the Finance Sub-Committee outside a meeting must be notified to the Finance Sub-Committee at its next meeting and recorded in the minutes.

Any member of the Finance Sub-Committee who has a material interest relating to any decision to be made by the Finance Sub-Committee must declare their interest before the item relating to that decision is discussed and will not be entitled to vote on that decision.

Minutes of Meetings

The Committee Secretary will take minutes of the meeting and circulate a draft to the chair within 7 days of the meeting. Final minutes will also be provided to the Board for information.

Duties and Responsibilities

- To review Eastside Community Trust annual budget, financial forecasts, and annual or interim financial statement and monitor operational financial performance against Business Plan.
- To recommend changes to financial policies or controls
- To recommend to Strategic Board the opening or closure of bank accounts and investments.
- To report errors, omissions and breaches of policy and other significant financial matters to Strategic Board.
- To satisfy itself that appropriate arrangements exist to identify significant financial risks.
- To obtain outside legal or other independent professional advice and to secure the attendance of outsiders with relevant experience and expertise if it considers this necessary

Reporting Responsibilities

The Chair of the Finance Sub-Committee will submit a summary of the activities of the Committee to Strategic Board at its next meeting.

The Chair of the Committee shall attend the Annual General Meeting and shall answer questions on the Committee's responsibilities and activities.

Powers of decision making are set out in Eastside Community Trust Scheme of Delegation.

Terms of Reference

The Terms of Reference of the Finance Sub-Committee will be reviewed every two years and recommended changes submitted to the Strategic Board for review.