BOARD OF DIRECTORS

Organization Name (XXXXX)

Finance & Audit Committee (FAC)

Terms of Reference

Purpose:

The purpose of the Finance & Audit Committee is as follows: -

- To ensure efficient and effective oversight of the financial operations of XXXX
- To oversee all aspects of financial management of XXXX, including monthly financial reports, the Budgeting process and the year-end Audit.
- To ensure financial controls are adhered to and report inconsistencies to the board of directors.
- To make ad-hoc decisions that have a financial implication.
- To ensure timely reports are submitted to ALL funders where applicable.

Composition:

The Finance & Operations Audit shall be comprised of not less than three (3) members of the Board of Directors.

The Chair of the Board and Executive Director as ex- officio members of the board may attend the FAC meetings, however being ex officio members – Board Chair and Executive Director would not count as quorum and shall abstain from voting.

The term of the service of the Committee shall be one year, ending on the date of the Board's Annual General Meeting or as otherwise agreed.

Responsibilities:

- Make recommendations for Board Approval and deliver reports on:

  Annual Operating Budget
  Capital Expenditures
  Appointment of Auditors
  Updating of Financial Policies
  Investments

- Provide information to the Board and make recommendations on:

  Financial Planning and Reporting Issues
  Interim Financial Reports
  Deviations from Internal Controls
  Financial Risk Management

- Reviewing and recommending building projects, renovations, capital planning and other infrastructure needs where applicable
- Recommend broader policy changes with a financial impact as is necessary.
- Ad-hoc duties as assigned by the Board of Directors.

Meetings:

The Committee shall meet a minimum of four (4) times per year.

Two-thirds of the voting members of the Committee shall constitute a quorum.

Accountability:

The Committee shall report its discussions to the Board by oral or written report at a subsequent meeting following the Committee's meeting.

Voting:

Recommendations from the FAC will be forwarded to the full Board for voting at a regular board meeting.

Records:

The records of meetings and committee's decisions shall be maintained electronically and in paper form on site at XXXX office.

Timeframe:

This is a standing committee of the Board of Governors and shall exceed the life of an appointed Board.

Action Plan and Timetable:

The Committee shall prepare an annual timetable of activities following its first meeting subsequent to the Annual General Meeting.

Terms of Reference Approval and Review Time Table:

Action	Date
Terms of Reference Approved by Committee	XXXXX
Terms of Reference Approved by the Board	XXXXX
Terms of Reference Next Scheduled Review	XXXXX