

L'ARCHE AVALON INC.

TERMS OF REFERENCE

Committee Name: *Finance Committee*

Committee Mandate and Tasks

Summary Role

- Establishing the budget
- Managing the finances of the Society

To assist the Board of Directors in fulfilling its fiduciary responsibilities in regard to overseeing the financial reporting processes including but not limited to: internal control systems; compiling the annual budget; and coordinating communication between the Board and the external auditors

Committee Chair

The Committee Chair will be selected from and appointed by the Board of Directors as Treasurer of the Board.

Committee Membership:

At least three (3) financially literate individuals, one of whom has expertise in accounting or financial management.

The Board will appoint a number of persons (members or non-members) to the committee, however committees are welcome to recruit additional persons who may be interested in serving on the committee and recommend to the Board that they be appointed.

The Chair of the Board is an ex-officio member of all Committees of the Board and may attend Committee meetings in that capacity.

At least one member of the Finance Committee will also be a member of the Fundraising Committee.

Member Term of Office

Appointments to the Finance Committee will be for a one-year term and may be renewed annually by the Board.

Committee Meetings

The Committee will meet as necessary to accomplish the goals of the Committee for that year.

All members of the Committee will be notified sufficiently in advance of meetings of the Committee.

Committee members will practice honest and respectful communication at meetings so that when struggles or conflict arise they are ready to handle it with transparency, care and co-operation.

Quorum

Decisions and recommendations of the Committee may only be made when there is a numerical majority of the members of the Committee participating in the meeting (either in person or by electronic participation).

Sub-Committees

If the committee feels it is necessary, it may direct a sub-committee of the committee members to work on a particular aspect or project related to the Committee's mandate.

Committee Reports

Reports of the Finance Committee will be provided to Board Members via email a minimum of 3 days in advance of a regularly scheduled Board meeting. (e.g. Monday for a Thursday Board meeting).

The Committee shall report to the Board with respect to its activities and decisions including, but not limited to:

- a) Provision of financial statements and report highlights to the Board monthly;
- b) The approval of the annual audited financial statements of L'Arche Avalon and attached related auditor's report;

- c) Provision of quarterly financial statements including information and explanation of material variations in revenue, expenditures of operating and capital budgets;
- d) Information and recommendations with respect to issues that in the opinion of the Committee may pose material risk.
- e) Information from the Auditor on controls or related matters the Chair of the Committee or the Committee may consider prudent or necessary;
- f) New and/or amendments to Finance and Audit policies.

All decisions and recommendations made by the Committee will be reported to the Board for approval.

Annual Evaluation

The Committee will hold the Community Mandate and its Principles in mind when conducting its work.

The Committee will review its mandate each year and evaluate how well that mandate has been met over the past year. A written report of that review and evaluation will be sent to the Board with the committee's annual report along with any recommendations for changes to the Committee mandate or Terms of Reference.