

Finance Committee Terms of Reference

The Professional Administrators of Volunteer Leaders Ontario (PAVRO), in its pursuit of excellence in volunteer resources management, values alliances with other professional associations. PAVRO understands that alliances offer many benefits and actively seeks and supports local, national and international associations.

Purpose

The Finance Committee (the “Committee”) is a standing committee established by the Board (the “Board”) of PAVRO. The purpose of the committee is to assist the Board in fulfilling the financial oversight responsibilities of the Board. Such oversight includes the activities of all PAVRO committees.

Membership

A maximum of two Members of the Board appointed to the Committee, each having voting rights;

Any other individuals who are not members of the Board or of PAVRO, appointed by the Board whose voting status will be determined at the time of appointment;

The President of the Board will be an ex officio member of the Committee and will have full voting rights

The Office Manager will be a non-voting member of the Committee

Committee Member Qualifications:

At least one voting member must be financially literate and have accounting or related financial expertise. Including:

- ability to read, comprehend and analyze financial statements and related notes:
- ability to understand accounting policies
- understand PAVRO business and unique features that may impact business strategies or financial reporting;
- knowledge and understanding of business strategies

Frequency of Meetings

The Committee shall meet in-person at least two times each year. Other meetings will be scheduled by the Committee Chair, or at the discretion of the Board President.

Electronic or phone meetings will also be scheduled in order to review financial reports and other matters at a schedule determined by the committee.

Review of Terms of Reference

Committee members will review and amend these Terms of Reference annually or as required.

Confidentiality

The nature and subject of discussions and deliberations on matters before the Committee are confidential until such times as an item is approved by the Board. All members of this Committee will sign the PAVRO Confidentiality Statement.

Reports, Recommendations and Minutes

Subject to confidentiality requirements, the Committee will submit a written report of the business conducted at each meeting to be presented by the Committee Chair, or delegate, and will make recommendations to the Board as required. A written record of activities beyond the submitted report will be maintained and shared with the Board as requested

Scope:

Committee Recommendations:

The Committee may consider and provide feedback relating to matters forwarded by the Board or on its own initiative and may make recommendations for approval to the Board.

Financial Sustainability:

The Committee will provide oversight and where appropriate review and make recommendations to the Board on financial sustainability. The Committee will make necessary inquiries to assess trends and projections for service and costs. They will review the following matters:

- opportunities to increase revenues, such as grants, sponsorships and charges
- opportunities to reduce expenses
- identification and management of financial risks

Operating Budgets:

The Committee will actively participate in the development of an annual operating budget and each fall will encourage all Board members and committees to provide details of potential expenditures to be built into the budget. Where appropriate, the Committee will review and make recommendations to the Board on any other related financial matters.

Unaudited Financial Reports:

The Committee will receive the financial results of PAVRO for information, to assist their other responsibilities, including:

- the unaudited monthly financial statements and reports and related analysis
- any other financial report or information that has significant impact on financial operations
- The PAVRO Book-keeper will also provide monthly notes detailing expenditures over \$200

Financial Risk Oversight:

The Committee will provide oversight of financial risk management for PAVRO, including:

- obtaining information on significant financial risks or exposures facing the organization;
- The Boards' assessment of current financial risks and targets and any plans to mitigate same;
- the development of and adherence to the practice of RFPs/obtaining quotes for significant potential out-lays of funds for the budgeting process and Board decision making

Annual Review Responsibilities:

The Committee will support the PAVRO Book-keeper with the annual review by:

- Ensuring this is conducted in an efficient, cost-effective and objective manner
- Reviewing all supporting documentation before submission to the appointed auditor

Governance Responsibilities:

The Committee will:

- evaluate its performance and review its Terms of Reference and make recommendations to the Board for any required changes
- review any applicable by-laws and policies bi-annually and make recommendations to the Board for revision

Term of Office:

The terms of individuals appointed under C will be determined at the time of appointment.

Committee Chair:

The Treasurer of PAVRO will be appointed as Chair of the Committee.

Vacancies:

The President of the Board may appoint a successor to serve for the balance of a vacated Committee member's term.

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Approved: May 5, 2017