



## **POLICY 8.01**

### **TERMS OF REFERENCE**

#### *Finance Committee*

#### **POLICY INTENT**

This policy defines the roles and objectives of the Finance Committee.

#### **POLICY**

##### **Role**

- 8.01.01 The Finance Committee is a standing committee formed by Council in order to provide oversight on AUSU's financial transactions, ensure compliance with policy, highlight errors or inconsistencies for review, and to offer recommendations to Council on the financial direction of the organization.

##### **Authority**

- 8.01.02 The Finance Committee is a standing committee with the authority to:
- a. request council to review payments;
  - b. recommend changes to financial policies;
  - c. approve spending outside of the budget as specified by policy;
  - d. recommend the appointment of an auditor;
  - e. recommend the appointment of an investment advisor; and
  - f. recommend the appointment of a financial institution.

##### **Responsibilities and Objectives**

- 8.01.03 To regularly review AUSU finance policies and practices, and recommend additions and changes as needed.
- 8.01.04 To provide recommendations to the Vice-President Finance and Administration (VPFA) and council for special expenditures, as well as the development of the annual budget.
- 8.01.05 To ensure that all monthly expenditures are legitimate and conform to the budget by reviewing the most recent financial statements each month.
- 8.01.06 To provide recommendations related to the development of the AUSU investment strategy as outlined in policy 6.07 Reserves and Investments.
- 8.01.07 To fulfill all duties as assigned to the Finance Committee in AUSU policy.

## **Membership**

- 8.01.08 The committee shall be comprised of the following:
- a. the VP Finance and Administration, who shall serve as chair;
  - b. the Executive Director, ex-officio, non-voting;
  - c. a minimum of two Councillors and maximum of five (5) Councillors as appointed by Council;
  - d. up to two Members-at-Large as per Policy 2.07 Member Representatives on AUSU Committees; and
  - e. a total membership of a minimum of four (4) and a maximum of six (6) voting members.
- 8.01.09 Membership must consist of a majority of Councillors as voting members as per Policy 2.11 Committee Governance.
- 8.01.10 Members will be required to possess a set of skills and knowledge that allows them to make informed and effective decisions with all of the financial resources provided to them. AUSU will support this financial literacy by providing committee members with financial literacy development opportunities. This may involve taking a finance committee approved course, webinar, or training. Members with proof of finance knowledge may be exempt from this requirement.
- 8.01.11 The chair shall liaise directly with the Executive Director as appropriate.

## **Meetings**

- 8.01.12 The Committee shall meet no less than four (4) times per year by teleconference.
- 8.01.13 Each meeting shall be held within three (3) months of the most recent meeting.

## **Reporting**

- 8.01.14 The Executive Director shall provide monthly financial reports to all of Council that includes the items required in the monthly Council finance package as per Policy 6.06 Oversight.
- 8.01.15 The Committee chair shall provide a monthly written report to Council and shall include the following:
- a. Information about all meetings held since the last report (including a list of attendees of the meetings, as well as topics discussed at the meetings);
  - b. a list of each work item the Committee addressed, and the details of the committee's contribution; and
  - c. details of any motions considered by the Committee.

## **RELATED REFERENCES, POLICIES, PROCEDURES AND FORMS**

### **This Policy References**

Policy 2.07 Member Representatives on AUSU Committees

Policy 2.11 Committee Governance

Policy 6.01 General Financial Management

Policy 6.06 Oversight

### **This Policy is Referenced by**

None

## **POLICY RESPONSIBILITY**

Council

## **POLICY HISTORY**

Original Approval Date: December 20, 2004

Last Review Date: June 16, 2022

Review by Date: June 2024