

**Terms of Reference  
Finance Committee  
Action Dignity Society (“ActionDignity”)**

**Purpose of the Finance Committee:**

To provide financial oversight on the organization’s activities, ensure a fair representation of the organization’s financial state, and monitor its performance against budget.

Roles and Responsibilities may include the following:

**A. FINANCE**

1. Develop and review the organization’s financial policy, practices, and procedures and make recommendations to the Board for approval.
2. Review the budget as developed by management and recommend for Board approval.
3. Regularly review the organization’s financial statements to ensure that they conform to the organization’s fiscal policy.
4. Monitor actual revenues and expenditures against budget and recommend adjustments to the Board as necessary.

**B. FUND DEVELOPMENT**

1. Present for Board approval the intent of the organization to submit applications for funding of proposed projects and activities to ensure alignment with the organization’s strategic directions.
1. Provide oversight and guidelines to ensure that programs and projects are aligned with organization’s strategic directions.
2. Develop funding strategy towards sustainability and monitor its implementation.

**C. AUDIT**

1. Recommend the appointment of the organization’s External Auditor for Board approval.
2. Evaluate the performance of the external auditor.
3. Review management’s representations as to the organization’s financial systems and internal controls.
4. Ensure adherence to the organization’s Code of Ethics, internal controls, and other policies, such as but not limited to, financial policies, Conflict of Interest Policy and HR policy.

**Membership requirements:**

- Have the necessary expertise or interest in the area of Board finance work.
- Support the objectives and activities of ActionDignity and the Standing Committee.
- Attend meetings regularly and come prepared to actively participate.
- Commit a minimum of 3-5 hours a month.
- Must be a member in good standing of ActionDignity.



**Composition:**

The Committee Chair, who is a Board member, shall be appointed by the Board. Committee members shall be comprised of Council members and external members appointed by the Board. The Committee shall include the Chair of the Board (ex-officio) and the Executive Director or a delegated senior staff (non-voting ex-officio).

**Quorum/Decision-Making:**

If a quorum is needed, it shall be composed of 50% of the committee members and the Committee Chair. The committee strives for consensus in its decision-making process.

**Conflict of Interest Policy:**

The committee adheres to the governance policies of ActionDignity.

**Accountability:**

The Committee shall report to the Board as required.

**Term of Committee Membership:**

Committee members shall be appointed by the Board for a renewable term of two years.

**Frequency of Meetings:**

Meetings of the Committee shall be held at the call of the Chair but not less than four times per year. Meetings may be held by conference call as well as on a face-to-face basis, well as on a face-to-face basis.

