



Finance Committee Terms of Reference 2011-13

1. Duties of the Treasurer and Finance Committee's Chairperson:

- 1) To chair over the Finance Committee;
- 2) To call meetings of the Committee;
- 3) To carry out such direction as the Local Executive provides;
- 4) To attend Executive Meetings;
- 5) To take all motions referred by the Committee to the Local Executive;
- 6) To take action on motions referred by the Local and/or Executive;
- 7) To present financial reports at all Executive and Annual Meetings;
- 8) To present the Local Audited Financial Statement and report on the Local's financial activities at the Annual General Meeting;
- 9) To send a copy of the Local Audited Financial Statement to ETFO provincial annually.

2. Duties of the Finance Committee:

- 1) To maintain a Terms of Reference and be reviewed yearly and any recommended changes made shall be brought to the Executive;
- 2) To review monthly financial statements as presented by the Treasurer;
- 3) To prepare a budget for the ensuing year and to make recommendations as necessary;
- 4) To make investments with the approval of the Executive;
- 5) To resolve lost receipts and send advisory to the Executive;
- 6) To attend committee meetings regularly and to inform chair when just cause prevents attendance. No more than three (3) consecutive meetings to be missed in a year without just cause.

Amended: September 13, 2011

Approved by ETFO-UCL Executive: September 22, 2011