

## **TERMS OF REFERENCE: Finance Committee**

### **Background**

The Finance Committee has been formed based on the approval of the People Strategy. Previously these responsibilities were part of the R&I Committee which was disbanded in Spring 2022.

Terms of Reference for new committees were developed in consultation with current committee members. The Finance Committee evolved from the former Resources & Infrastructure (R&I) Committee.

### **Purpose**

To provide strategic support to the Governing Board pertaining to the financial health and strategic sustainability of CISV International and to ensure compliance with all legal obligations at the organizational level

### **Responsibilities**

Key responsibilities include:

- Developing and upholding strategies to support financial health and sustainability
  - Identifying strategic financial recommendations for the organization and providing multi-year financial strategy
  - Keeping abreast of developments in the field and in similar organizations relating to finance
  - Identifying key policy issues and key risks relating to finance and human resource management and advising on strategies to tackle them
- Developing and upholding standards relating to financial matters
  - Acting as an advisory body for developing and upholding standards for organizational finance and resource allocation
  - Establishing and reviewing policies and procedures related to finance, including procurement, at the organizational level
  - Overseeing external auditing processes and implementing any relevant new recommendations
  - Reviewing management procedures to ensure compliance with legal financial obligations and compliance with relevant UK financial legislation and charity best practices.
  - Developing and maintaining effective guides and materials for organizational finance, resource allocation and infrastructure development.
- Supporting operational financial matters of the organization
  - Offering oversight and monitoring of the budgeting process, including setting of fees and penalties as well as approval of financial exceptions, as required

- Implementing actions and sanctions decided by the Governing Board (generally upon recommendation of the International Risk Manager or the Risk Management and Safeguarding Committee or as directed by the R-11 )
- Settling disputes between Members as it pertains to irrecoverable costs associated with late programme cancellations
- Acting as an advisory entity to help ensure effective internal financial controls
- Act as a resource for the Regional Teams where Members require Financial advice or support
- Implementing any action plans for improvement and follow to assess the impact of policy changes mandated

### **Position within Structure**

The Finance Committee is part of the International Committee structure as a standing Board Committee. All relevant practices and procedures apply.

### **Reporting**

Board Committees report directly to the Governing Board at each meeting through the Committee Chair.

### **Cooperation with**

Operational or strategic committees with fundraising responsibilities to support as required.

**IT Specialist** to ensure technology is used to streamline efficiencies.

**Regional Manager(s)** to support communications from the Committee to the Members and Regional Teams as well as seek their input, receive information from the regions.

### **Meetings**

The Finance Committee will typically meet virtually once per month. In person meetings, involving travel, may be required at the discretion of the Board.

### **Term and Time**

Volunteer committee members will be appointed for terms of 3 years. At the end of their first term, they may elect to stay on for a second 3-year term if mutually agreed upon with the Chair. Each committee person may serve up to 2 terms in the same position. After such time, they must retire from that position for a minimum of 1 year.

Monthly meetings will require a commitment of approximately 2 hours. Additional time required outside of meetings can range from 4-8 hours a month depending on the time of year and tasks required.

International Junior Branch representative terms will be for 2 years instead of three, and individual Junior Branch members may serve up to 3 terms in the same position.

Most work will be conducted virtually, and Committee members are expected to participate in virtual meetings and work independently.

### **Competencies Required**

All members are expected to exhibit the base Attitudes, Skills and Knowledge posted on the CISV International website.

The following expertise needs to be present in the group, though not in each member:

- Experience in financial management, including accounting, auditing, and general organizational strategy
- Awareness of international financial markets and a willingness to understand, accommodate, and engage with disparate currency markets and economic circumstances
- Experience in human resource management an asset
- Understanding of UK financial legislation and obligations (desirable)

### **Selection and Appointment Process**

Board Committees are chaired by a member of the Governing Board. The assignment of Trustees as Committee Chairs is to be determined by the Chair of the Governing Board. This decision should be made in consultation with the rest of the Board and take into consideration the terms and turnover of Trustees.

The Secretary General and Fiscal Officer (or equivalent) will be members of the Committee and will not have a vote.

This committee will also include volunteer members.

Recruitment for this committee will follow the standard recruitment process outlined within the Volunteer Recruitment Policies and Procedures and led by the Committee Chair. Appointments to the Committee must be approved by the Governing Board.

This Committee may include one Junior Branch member, based on availability and interest, who will be a member of the IJB team, selected by the current International Junior Representatives. The Junior Branch committee member serves as a liaison between the Finance Committee and IJB and acts as a normal committee member contributing to all decision-making of the committee.

All recruitment, management or change of personnel must be in line with policies approved by CISV International.