



Australian Croquet Association Inc
ARBN 089 265 707 ABN 90 330 745 920
trading as Croquet Australia

Finance Committee Terms of Reference

1. **Authority for Committee.** The Croquet Australia Finance Committee is established under s28 of the Croquet Australia Constitution.
2. **Members.**
 - 2.1. Members of the Finance Committee are appointed by the Board from amongst its members.
 - 2.2. In accordance with the Banking and Finance Policy, the committee shall consist of the Treasurer and two Directors who are not signatories to the Croquet Australia financial accounts.
3. **Role.** The committee will:
 - 3.1. assist the Treasurer in the performance of his/her duties, specifically to:
 - 3.1.1. review draft budgets prior to presentation to the Board for approval,
 - 3.1.2. review expenditure, and
 - 3.1.3. draft and/or review all policies and other documents which may impact on Croquet Australia finances.
 - 3.2. report to other Directors on the above matters, noting that such reports do not absolve such other Directors from their responsibilities regarding the association's finances.
4. **Management**
 - 4.1. The committee will be chaired by the Treasurer.
 - 4.2. Meetings may be held by technology, provided all attendees can communicate simultaneously.
 - 4.3. The quorum for meetings of the committees shall be all the members.
 - 4.4. A resolution may not be passed in the event of an equality of votes - the committee chair does not have a casting vote.
 - 4.5. Within seven (7) days of any meeting, a copy of the minutes and any supporting papers shall be sent to the Board Secretary

Authorisation

Approved by the Board, 16th June 2021

Jim Clement
Secretary to the Board