



Budget Sub-committee Terms of Reference

1. **Authority for Committee.** The Croquet Australia Budget Sub-committee is established under s28 of the Australian Croquet Association Inc Constitution as a sub-committee of the Finance Committee.
2. **Members.**
Members of the Budget Sub-committee are appointed by the Board on an annual basis. Members, other than the Treasurer, do not necessarily need to be Board members
3. **Role.** The sub-committee will:
 - 3.1. assist the Treasurer in the performance of his/her duties, specifically to:
 - 3.1.1. compile a draft budget for the Finance Committee to review, prior to that committee's presentation to the Board for approval.
4. **Management**
 - 4.1. The sub-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 sub-committee shall be all the members.
 - 4.4. A question may not be passed in the event of an equality of votes - the sub-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, 15th December 2021

Jim Clement
Secretary to the Board