



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 may be 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

Related Documents: New Club Grant Policy
Procurement Policy
Reimbursement Policy
Scholarship Policy
Stock Pricing Policy
Treasurer's Position Description
Finance Committee Terms of Reference
Budget Sub-committee Terms of Reference