

## 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, 16<sup>th</sup> June 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  
Budget Sub-committee Terms of Reference