Committee Terms of Reference
Finance and Membership Committee

1. The Finance and Membership Committee shall be chaired by the Treasurer and shall consist of one or more members appointed by the Board.

Scope:

2. The Committee shall receive and spend all monies, and co-ordinate the administration of all Federation funds, investments, and other financial matters.

3. The Committee shall administer membership programs for the Federation.

Responsibilities:

4. The Committee shall:

- present an audited financial report for the last financial year to the Annual General Meeting in May;
- prepare and present a budget for the coming year at the Annual General Meeting in May. The Budget should cover the coming year, broken down by quarters and highlighting anticipated revenues and disbursements;
- arrange for an auditor as per By-Law 9.
- arrange for suitable insurance for the Federation and its members;
- present a motion at the Annual General Meeting in May recommending the membership fee for the coming year;
- prepare an annual Finance and Membership Committee budget;
- provide membership information for the Federation Newsletter; and,
- perform other duties as assigned by the Board.