



Executive Finance Committee Charter | Example Only

Strategic Purpose

The strategic purpose of the Executive Finance Committee is to assist the Board in overseeing the organisation's strategic objectives under Leadership and Governance.

Limitations

The Executive Finance Committee does not relieve any directors of their responsibilities for these matters. The purpose of this Executive Finance Committee does not extend to operational financial management of the organisation.

Responsibilities

The specific responsibilities of the Governance Executive Finance Committee include:

Policy

- Recommending to the board policies and processes designed to provide for effective and efficient financial governance, including;
 - Actual financial condition
 - Asset protection
 - Budgeting
 - CEO limitations
 - Expenses
 - Financial reporting to the board
 - Gifts and benefits
 - Grants and sponsorship
 - Investment strategies and performance
 - Pricing
 - Procurement, tenders, and contracts
 - Risk

Review, Monitoring and Recommendations

- Reviewing and recommending an annual operating budget and annual capital budget consistent with the strategic plan, long-range financial plan, and financial policies
- Reviewing and recommending capital expenditures and unbudgeted operating expenditures that exceed management's spending authority
- Reviewing and approving business cases, capital expenditures, and unbudgeted operating expenses that, per board policy, are above management's authority but below the threshold required for board approval
- Reviewing the financial aspects of major proposed transactions, new programs and services, as well as proposals to discontinue programs or services, and making action recommendations to the board
- Monitoring the financial performance of the organisation and its major subsidiary organisations or business lines against approved budgets, long-term trends, and industry benchmarks
- Requiring and monitoring corrective actions to bring the organisation into compliance with its budget and other financial targets.

Statutory Monitoring

- Review the Annual Report and other statutory financial reporting as per the Corporations Act 2001
- Monitor the payment of securities, tax, superannuation, and other government and similar payments.

Authority of the Executive Finance Committee

The Executive Finance Committee has the authority to investigate any matters within this charter with the resources it needs to do so and with the right of access to information including external professional advice as necessary. The Executive Finance Committee is accountable to the Board for its performance.

Membership

The Executive Finance Committee shall be composed of three (3) or more appropriately skilled members of the Board with the Chief Executive Officer or Chief Financial Officer. In addition, the Executive Finance Committee may co-opt non-directors or other directors to provide specific skills or expertise as required.

The members and the Chair of the Executive Finance Committee shall be appointed annually by the Chair of the Board and shall serve at the pleasure of the Chair of the Board until their earlier resignation or removal by the Chair of the Board.

Meetings

- The Executive Finance Committee shall meet at least four times per year or more frequently as circumstances dictate.
- The Executive Finance Committee shall keep regular minutes of its meetings and report the same to the Board from time to time and upon request.
- Members of staff and others may attend meetings at the invitation of the Executive Finance Committee.
- Members of the Board may be invited to attend meetings, however only Executive Finance Committee Members may vote.
- At least fifty percent plus one of the members of the Executive Finance Committee, present in person or by using any technology, shall constitute a quorum. The quorum must be present at all times during the meeting.

Role of the Chair of the Executive Finance Committee

- The Chair of the Executive Finance Committee or, in the event of the absence of the Chair from any meeting, another member of the Executive Finance Committee designated by vote of the members in attendance as such meeting, will chair all meetings of the Executive Finance Committee.
- The Chair of the Executive Finance Committee shall set the agenda of items to be addressed by the Executive Finance Committee with input from other members of the Executive Finance Committee and in consultation with the Chief Executive Officer.
- The Chair of the Executive Finance Committee shall report to the Board regularly regarding the Executive Finance Committee's activities and actions and any matter of material concern to the Club, including at the first Board meeting following any Executive Finance Committee meeting.

Executive Finance Committee Approval

The Executive Finance Committee may assess certain types of expenditure, obligations, and commitments. Expenditure which must be passed to the Executive Finance Committee for pre-approval includes (but is not limited to) the following:

- a. Contractors (e.g. consultants)
- b. Leases or hiring agreements (e.g. motor vehicles, equipment etc.)
- c. Engagement of new senior management staff
- d. Variations, restructures or releases of senior management staff
- e. Insurances
- f. Unbudgeted travel
- g. Expenditure outside budget
- h. Unbudgeted capital expenditure
- i. Major sponsorship or donations agreements
- j. Contra agreements over \$5,000.



Confidentiality

Unless otherwise required by law or the Constitution, the members of the Executive Finance Committee are required to keep Executive Finance Committee discussions, committee papers and deliberations confidential.

Inconsistency with Constitution

This charter may be amended by the Board from time to time subject to the requirements of the Constitution and the law. Whilst this charter does not form part of the Constitution, this charter (as in force from time to time) is nevertheless binding on the Executive Finance Committee and each of the Executive Finance Committee members. To the extent there is any inconsistency between this charter and the Constitution, the Constitution will prevail.

Approved by the Board: Tuesday 17 January 2017