

## *Finance Committee Charter*

### **1. Purpose**

- a. To oversee the financial operations of Dogs Victoria in order to ensure that all operations are conducted in line with Dogs Victoria Constitutional requirements and best business practice.
- b. To assist and oversee the Chief Executive in the preparation of the Budget.
- c. To approve the Budget as proposed by the Chief Executive for presentation to the Management Committee.
- d. To review the quarterly figures, and report, where necessary, to the Management Committee.
- e. To ensure that Dogs Victoria follows best business practice in relation to documentation management and full disclosure of the financial position.
- f. To provide financial input and support to the Chief Executive when required.

### **2. Committee Membership**

- a. The Committee shall consist of up to three Members of the Management Committee, and up to two General Membership Members.
- b. New members - either the Committee Chair or Management Committee shall request a "CV" detailing relevant experience for approval by Management Committee prior to the appointment being confirmed
- c. Appointed Committee Members may be removed and/or replaced by the Management Committee.
- d. The appointment of all Committee Members shall be for a period of one year and subject to annual review by Management Committee.
- e. The Committee may elect its own Chairperson, and Deputy Chairperson, from within the committee, annually.

### **3. Meeting Frequency**

- a. The Committee shall meet every second month in person, with the other month being only a review of the monthly Finances via teleconference.
- b. The Committee may request the attendance of the Chief Executive and/or Member(s) of the Management Committee.

### **4. Matters for the Management Committee**

The Chair of the Committee will report to the Management Committee, where necessary, as part of the Operations Committee.

### **5. Other Matters**

- a. The Committee shall review the financial statements of Amenities Clubs to ensure they are meeting the needs of Dogs Victoria
- b. The Committee shall provide a report for the Annual Report by 15 December of each year.

## **6. Location of Meetings**

That the committee considers where members reside when deciding where meetings are held.

**Office/Committee Liaison** – Jason Eggleton

**Minute Taker** – Janet Davidson