



## **Finance Committee Terms of Reference 2019-2021**

### **1. Duties of the Treasurer as Finance Committee Chairperson:**

- 1) To call meetings of the Committee;
- 2) To take all motions referred by the Committee to the Local Executive;
- 3) To provide Finance Committee reports to the Executive Committee; and,
- 4) To consult with the Local's CPA as required.

### **2. Duties of the Finance Committee:**

- 1) To maintain a Terms of Reference to be reviewed yearly and any recommended changes made shall be brought to the Executive for approval;
- 2) To review financial statements as presented by the Treasurer;
- 3) To prepare a budget for the ensuing year and to make recommendations as necessary;
- 4) To advise on new and existing investments;
- 5) To address outstanding financial queries; and,
- 6) To carry out such direction as the Local Executive provides.

Amended: October 15, 2019

Approved by ETFO-UCL Executive:

*FinanceCommitteeTOR2019-21*