

Finance & Governance Committee

Terms of Reference

MEMBERSHIP

- Finance & Governance Lead (Chair)
- Finance & Governance Support (Past UKCPA Chair)

ROLES & RESPONSIBILITIES

- To oversee budgeting and spending across the organisation
- To understand the financial position of the organisation, including how much money is available for investment, what is available each following year, potential areas for cost containment and reduction
- To approve budget requests from Leads
- To hold Leads to budget and manage additional/extra spends
- To ensure adequate financial resources for the organisation
- To ensure the organisation makes efficient use of resources, in particular that all monies are applied to its objects, agreed plans and budgets
- To liaise with the UKCPA office to ensure the organisation's finances are properly managed and reported.
- To liaise with the UKCPA office to ensure the organisation operates within its agreed accounting policies.
- To liaise with the UKCPA office to ensure the organisation is properly insured against all reasonable liabilities.
- To oversee procedures and processes of the organisation to ensure good governance practice
- To ensure that risks to the organisation, staff, volunteers and service users are at an acceptable level and are effectively managed
- To ensure the organisation is a responsible employer and adheres to legislation
- To ensure the organisation adheres to legal and/or constitutional procedures
- To be accountable to membership, funders and other stakeholders.
- To report to Board of Directors

To be reviewed every 12 months.