

## Finance Lead

### Terms of Reference

**TERM OF OFFICE:** Three years

**SELECTION:** Individuals will put their names forward to the Nominations Committee who will select the most appropriate candidate.

#### QUALITIES REQUIRED

- Understanding of and commitment to the organisation's mission and values
- Commitment to the role
- Impartiality and fairness
- Ability to understand and interpret financial information
- Ability to prioritise effectively
- Diplomacy and leadership skills
- Excellent communication and interpersonal skills
- Ability to respect confidences

#### ROLES & RESPONSIBILITIES

- To chair the Finance & Governance Committee
- To report to Board of Directors

**ANTICIPATED TIME COMMITMENT:** Four to six days per year

- Attendance at Board of Director meetings: *two face to face meetings per year, plus ten one-hour teleconference meetings per year. More frequent teleconference meetings may be required at intense periods of work.*
- Attendance at Finance & Governance Committee meetings: *two teleconference meetings per year. More frequent teleconference meetings may be required at intense periods of work.*
- Ad hoc phone calls and/or email exchange for advice and guidance with paid staff

#### REMUNERATION

Travel expenses (and accommodation if appropriate) to face to face meetings will be reimbursed.

To be reviewed every 12 months.