

EXAMPLE

FINANCE AND PERSONNEL SUB-COMMITTEE TERMS OF REFERENCE

The Finance and Personnel Sub-Committee is a sub-committee of the Management Committee.

Membership

The Sub-Committee shall consist of the Treasurer and 3 members of the Management Committee.

Appointment of Sub-Committee

The Management Committee shall at their first meeting following the Annual General Meeting (AGM) in each year, determine the members of the Sub-Committee until the next following AGM.

Casual Vacancies

The Management Committee from among their members shall fill casual vacancies occurring in membership of the Sub-Committee.

Frequency of Meetings

The Sub-Committee shall meet not less than 3 times in each year. A quorum at each meeting shall be 3 members.

Record of Meetings

The Sub-Committee shall ensure that an agreed written record of each of their meetings is forwarded to the Management Committee.

Staff Attendance

The Director and Finance Administrator shall normally be required to attend all meetings of the Sub-Committee. Other staff may, at the Director's discretion or the Sub-Committee's request, attend meetings as required.

Functions of the Sub-Committee

- To receive reports from the Director/ Finance Administrator on finance, staffing structure and conditions of service.
- To advise the Director on staffing matters generally and ensure that the organisation's Disciplinary & Grievance Procedure is followed.
- To make recommendations to the Management Committee on all finance and personnel matters. The Management Committee is responsible for the final decision.

NOTE: This document is a sample, and should be tailored to meet the specific needs of your organisation.