

## **TERMS OF REFERENCE**

### **Association of Nurses in Substance Abuse (ANSA)**

#### **Finance committee**

##### **A) Terms of Reference:**

The role of the finance committee is to support the Treasurer on behalf of ANSA to manage the finances of the organisation.

The finance committee will report to the Executive Committee of ANSA.

##### **B) Membership:**

The membership of this group will remain small and include the Treasurer of ANSA, the Chairperson of ANSA, the Vice Chairperson of ANSA and at least one other national executive member.

The group will be chaired by the Treasurer, who calls all meetings, sets the agenda. In the event that the Treasurer is unable to chair the meeting, the Chairperson or his/her deputy (Vice chairperson) will chair the meetings.

One observer from the membership can participate in this committee in an observatory capacity.

Members of this committee will undertake key agreed activities to support the Treasurer.

All Executive members on this group are authorised signatories of ANSA and can sign cheques.

##### **C) Finance Committee Meetings:**

The finance committee will meet a minimum of four times a year, usually as part of the National Executive Committee meeting.

Papers for meetings will be circulated in advance of each meeting. Notes will be taken to provide a brief record of action points.

##### **D) Key responsibilities/activities of the committee**

Set the budgets for ANSA for the year.

Agrees any conference budget with the National Executive Committee and administrators.

Agrees any fundraising strategy and recommends an annual work programme for the executive for seeking funds through fundraising.

Prepares documentation on financial policies/procedures for ANSA.

Ensures the financial books are audited annually.

Ratifies the Financial annual report for ANSA.

Reviews the Terms of Reference annually.