

Appendix H

Finance Committee Terms of Reference

Name

Finance Committee

Term of the committee

The work of the finance committee is ongoing. Each year, members are selected by the Executive as specified in Section 8.1.3 of the PSAC Local 610 Bylaws. The term of the Committee for the 2013-2014 year shall be from September 1, 2013 to August 31, 2014.

Mandate and Goals

The Finance Committee is a standing structural committee that collects data related to the financial goals and actual spending of the Local and assist the Finance Chair in the performance of his duties including preparation of budgets.

Expanding the existing financial policy to provide comprehensive guidance with regards to budgets, expenditures, and deposits; exploring the feasibility of other International TA UHIP refund policy and preparing a Zero Sum Budget in accordance with bylaw 3.4.4.

Membership

The committee shall be composed of at least three members:

The chair: The Finance Chair

At least three members: selected by the executive

Ex Officio, Voting Member: the President

Membership Selection

The process for committee membership selection is specified in the bylaws of the TAPD-Local 610 Union, Section 8.1.

Interested members must send an email to the chair (or the interim chair) of the Committee at finance@psac610.ca and cc: psac610@psac610.ca, indicating (a) their interest to be on the Committee and (b) their faculty of study. All members who express an interest by the deadline of August 31, 2013 shall be considered for appointment by the chair, pending approval of the Local executive committee. When voting on specific positions, all current members and candidates for positions may vote.

Meetings and Communications

Meetings shall generally be held in the TAPD-Local 610 Union Office, Somerville House Room 1313, and shall generally be scheduled for a period of an hour and a half. During the school year, the committee will meet once a month **and** at the discretion of the chair. Committee members are expected to attend

all meetings. More than 3 absences shall be justification for dismissal from the committee at the discretion of the chair.

The committee will communicate via email and telephone.

Honoraria

A small honoraria of People's Pesos will be provided to all non-executive members of the Committee, pending the approval of the executive committee of the Local, approval of the budget and under the condition that members must attend at least 5 meetings to be eligible for compensation.

Budget	
Honoraria	\$600
Coffee and snacks (regular monthly meetings only)	\$200
Other	\$200