

SPCC Finance Committee Terms of Reference REV1

JANUARY 2025

Governance - The SPCC Finance Committee reports to the SPCC Executive and the SPCC Board of Directors, making recommendations regarding growth and replenishment of and expenditures from the SPCC Reserves, operating within the framework of the SPCC Reserve Fund Policy. The SPCC Reserve Fund Policy covers Capital and Contingency (operating) Reserves; the Committee will provide preliminary budget input and feedback for both and will provide preliminary input on potential capital-intensive projects and asset replacement (what SPCC must have, needs to have, wants to have), in alignment with the SPCC Strategic Plan.

The Committee shall exist until such time as the Board determines.

Guiding Principles - The Finance Committee provides stewardship over SPCC's financial investments and expenditures following these principles. The Finance Committee:

1. Makes recommendations to the Executive and the Board regarding the structure of investments, to satisfy the objectives of SPCC's Reserve Fund Policy.
2. Supports and guides the responsible growth of SPCC's investments.
3. Provides transparent reporting of investment status and potential expenditures at Board meetings and as requested by the Executive.
4. Identifies opportunities to grow SPCC investments and makes investment recommendations to SPCC's Executive.
5. Assesses and reviews potential expenditures from investment funds and provides Go/No-Go recommendations.
6. Acts efficiently to capitalize on opportunities in a timely manner, such as the maturing of a bond or initiation of a project.
7. Reviews the SPCC Reserve Fund Policy annually and recommends changes.
8. Assists with development and implementation of projects within approved funding limits provided by the board.

9. Developing and maintaining a Finance Policy and/or Financial Management Procedures
10. Supports the Treasurer, Manager, and Bookkeeper in the development of the annual operating budget when required.
11. Manages contributions to the reserve funds (when appropriate) from the operating fund annually.

Membership - the Finance Committee consists of the following six positions; the committee may operate with fewer positions filled than those listed below but not less than four. Except for ex-officio members, Committee members are assigned by the Executive.

- Chairperson - Treasurer (ex officio)
- Member - Vice President (ex officio)
- Member - Board Member
- Member - Board Member
- Member - Business Manager (ex officio)
- Member, non-voting - Bookkeeper (ex officio)

Meetings

- Frequency: At the call of the Chair, but at a minimum prior to each Board meeting.
- Quorum: A simple majority of the members of the Committee constitutes a quorum.
- Decision Making: The group makes recommendations to the Executive and the Board; the Committee's recommendations are ideally made by consensus (agreement of most of the participants with minority objections as a result of discussion) and failing consensus being reached then by voting majority of the Committee's voting members.

Minutes

- Recording: Minutes of each meeting are recorded by the Business Manager or delegate.
- Distribution: Minutes are circulated to Committee members, the Executive, and the Board.