

	Gasóga na hÉireann/Scouting Ireland			
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	SID 101/13	16 <sup>th</sup> June 2013	11 <sup>th</sup> June 2016	June 2019
	Source: National Management Committee			
<b>Scouting Ireland – Finance Support Team - Terms of Reference</b>				
Revision	Date	Description		
A	11/06/2016	Membership & Term Amended		
#	16/06/2013	Document Issued		

### Role of the Finance Support Team

The role of the finance support team is to provide support to Group, County and Provincial Treasurers in discharging their duties as set out in the Constitution and Rules of the Association.

### Key Objectives

- Providing advice and leadership in the key categories of financial responsibilities as outlined below.
- To assist in the induction of new Group, County and Provincial Treasurers.
- To provide continuity where a Group, County or Provincial Treasurer resigns or their term of office ends.
- Development of controls and reporting structures within the finance function of Groups, County's and Provinces.

### Categories of Financial responsibilities:

1. General financial oversight
2. Funding, fundraising and grant applications
3. Financial planning and budgeting
4. Financial reporting
5. Banking, book-keeping and record-keeping
6. Control of fixed assets

### Section 1 - Membership & Term

The term of the Finance Support Team shall be co-terminus with the term of the National Treasurer (and will remain in place until a new National Treasurer is appointed) subject to Rule 127<sup>1</sup>

The Finance Support Team shall consist of;

- The National Treasurer
  - The Chief Executive Officer
  - The Financial Controller
  - The Provincial treasurers (one of whom shall be appointed as Chairperson by the National Treasurer)
- and

<sup>1</sup> The formation of the Finance Support Team requires the approval of the NMC on an annual basis in accordance with the Rules

- up to five other members co-opted for a specified purpose.
  - *The Chairperson of the Finance Support Team shall be a member of the Finance Sub Committee.*
  - *A secretary shall be appointed by the Finance Support Team.*

## **Section 2 - Meetings & Minutes**

A quorum shall be four members.

### **Frequency**

Meetings shall be convened at the discretion of the Chairperson, but shall be held at least four times per annum. Such meetings should coincide with key dates in the financial reporting cycle. The Finance Support Team Members may also request further meetings if they consider it necessary to do so.

### **Minutes**

The Secretary shall be responsible for recording the minutes of each meeting. Minutes of meetings will be circulated to all Members in advance of their formal adoption by the Team.

## **Section 3 - Authority**

The Finance Support Team is authorised by the National Management Committee to examine any activity within its terms of reference.