

APPENDIX 1

TERMS OF REFERENCE OF THE ANGLIA FINANCE SUB-COMMITTEE

The Anglia Finance Committee (hereinafter referred to as 'The Committee') is a sub-committee of the Executive Committee of The Guide Association Anglia Region (hereinafter referred to as 'Anglia')

1. MEMBERSHIP:

- The Chairman, appointed by the Chief Commissioner for Anglia
- The Chief Commissioner for Anglia or her nominee from the Chief Commissioner's Team (ie the Deputy Chief Commissioner or an Assistant Chief Commissioner) (ex-officio)
- The Treasurer of Anglia (ex officio)
- One (1) County Commissioner of Anglia, appointed by the Chief Commissioner for Anglia (on the recommendation of the Anglia County Commissioner Forum) (ex officio)
- One (1) member with an Anglia Region appointment (other than a County Commissioner or member of the Chief Commissioner's Team) appointed by the Chief Commissioner for Anglia (ex officio)
- Up to three (3) members of Anglia appointed by the Chief Commissioner for Anglia on recommendation of the County Commissioners with specific skills/experience required by the committee

The above constitute the voting members of the Committee. At least one voting member must be a trustee of Girlguiding Anglia.

In attendance as required (non voting):

- The Region Chief Executive Officer
- Members of the Region Finance Team

2. TERMS OF SERVICE:

The Chairman and Members of the Committee shall be appointed for three (3) years, and may be reappointed for a further two (2) years, or, if ex officio, until the expiration of their appointment if earlier.

3. SECRETARY

- a) The Secretary of the Committee shall be the Region CEO who will collate and circulate papers to the committee
- b) The Minute Secretary of the Committee shall be a member of Region Office staff appointed by the Region CEO.

4. QUORUM:

A quorum shall consist of five (5) *voting* members of the Committee, at least one of whom must be a trustee.

5. FUNCTIONS:

The functions of the Committee shall be as follows:

- a) To consider in detail matters relating to finance as referred to the Committee from time to time by the Executive Committee of Anglia and to make recommendations to that Committee.
- b) To have authority to agree expenditure up to £5,000 per item, up to a total spend of 7.5% of the annual Region budget in any year for any purpose that furthers the aims and objectives of Girlguiding Anglia, and to report any such expenditure to the Executive Committee. In addition, to make recommendations to the Executive Committee in respect of any spend in excess of £5,000.
- c) To review the Accounts of Girlguiding Anglia at least annually, and to present such accounts to the Executive Committee for approval.
- d) To consider and recommend for agreement budgets of income and expenditure for Girlguiding Anglia for the ensuing year, to receive and consider regular income and expenditure reports throughout the year, and to commission reports on specific areas as required.
- e) *To receive and consider applications to Anglia's Property Fund and Anglia's Development Fund, with authority to award grants up to £5,000 to any applicant, and to agree loans of up to £5,000 interest free to any applicant; and to make recommendations to the Executive Committee in respect of grants and loans in excess of that sum. [This function will transfer to the Property Committee once it has been set up]*
- f) To make decisions in cases of emergency (on behalf of Anglia Executive Committee) on financial matters, if necessary delegating such decisions to three voting members of the Committee at least one of whom should be a member of the Chief Commissioner's Team, Region Treasurer or Committee Chair. Such decisions should be reported as soon as possible to the full Committee and brought to the next Committee meeting to be minuted.

6. DECISIONS BETWEEN MEETINGS

Where decisions regarding Finance Committee business need to be made between meetings of the Committee, a response from five voting members of the Committee (one of whom should be a trustee) is needed to be quorate. Any such decisions should be recorded and brought to the next Committee meeting to be minuted.

7. INVITATIONS:

The Committee may invite a person or persons to attend a meeting or part of a meeting for a specific purpose. Persons so invited may speak with the permission of the Chairman, but shall have no vote.

8. MINUTES:

Agendas, papers and Minutes of the meetings shall be made available to all members of the Committee. Minutes of the meetings shall be made available to members of the Anglia Executive Committee and to the Assistant Chief Commissioner(s) if appointed.

Signed  Date 8th July 2017
 Chief Commissioner for Anglia

Signed _____ Date _____
Chairman of the Finance Committee