**Board Committees**

***BOARD FINANCE/AUDIT COMMITTEE***

**Terms of Reference**

**1. Status**

The Finance/Audit Committee is a standing committee of the Board with reporting responsibility to the Board.

**2. Role of the Committee:**

a. Review and recommend approval of the financial information that will be provided to Government and other stakeholders and ensure that this information accurately represents the business activities of the organization;

b. Review the College’s Financial Statements, annual operating budget and capital budget.

c. Review and recommend approval of the systems of risk management and the internal controls established by management;

1. Review proposals received in the Audit Tendering Process and recommend the appointment and compensation of the external auditor.

The external auditors shall be engaged by the Board, not by management and shall report to the Audit Committee. From time to time, the Audit Committee may meet with the external auditors without management present. Any work to be performed by the external auditors in addition to audit duties shall be pre-approved by the Board on the recommendation of the Audit Committee.

e. Ensure support of College and Board objectives as defined by the Strategic Plan.

**3. Membership:**

a. Audit Committee members shall be financially literate and at least one member should have a financial designation or relevant financial management expertise.

b. The membership of the Finance/Audit Committee shall consist of:

at least three Board members appointed by the Board, which may include the Board Chair.

the Bursar (non-voting)

*ex officio* members shall include the Board Chair (if not a regular Committee member) and the President & CEO

c. The Chair of the Finance/Audit Committee shall be appointed by the Committee.

d. Board representatives shall be appointed to the Committee annually. Members may be reappointed to ensure continuity of membership from year to year.

**4. Meetings**:

a. Meetings shall be as designated by the Committee, or at the call of the Chair.

b. Quorum shall require two Finance Committee members appointed by the Board.

c. Other resource persons may be invited as required.

d. The Assistant to the Bursar shall be secretary to the Committee.

**5. Process**:

Recommendations of the Committee shall be directed to the Board for consideration and approval. Implementation and administration of approved recommendations shall be at the direction of the President, Bursar, and/or College Planning Committee.

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| Board Approval: | *Original signed by R. Langin* | | Title: Board Chair | | Date: October 2006 |

Fm: 14 September 2006