



SWA Finance and Administration Sub - Committee

Terms of Reference

Function

The role of the Committee is to assist the SWA Board in fulfilling its responsibilities as they relate to the fiscal policies of the Association and sustainable management of all administration requirements.

Objectives

1. To develop financial and administration policies and review these bi-annually.
2. To make recommendations for operational and strategic change in the administration and finances of SWA.
3. To develop and implement an appropriate reporting process to the SWA Board to assess its success in achieving its planned financial goals.
4. To prepare an annual budget for the SWA Board.
5. To organise the auditing of the SWA financials annually.

Authority

Approve changes to the annual operating budget as set down in the Authority and Delegations Policy.

The Committee shall not commit the SWA to any agreement with a third party, either financially or in any other manner. These decisions are the sole responsibility of the SWA Board.

Membership

1. SWA Finance and Administration Sub - Committee will comprise of a minimum of one (1) SWA Board Member and a minimum of one (1) external expert.
2. The Committee shall be chaired by an appointed SWA Board Member.
3. The CEO will act as the Committee secretariat.
4. For special projects the SWA has the power to co-opt other members who may be SWA Board Members, staff or other external experts as required.
5. The Committee members shall be appointed annually.

Meetings

1. Meetings at a minimum of once (1) per month
2. Quorum to be 3 members
3. Minutes to be taken and reported to SWA Board



4. Agenda and notices to be provided
5. Committee business may be conducted by email, including decisions
6. A general meeting can be called by the Chair or CEO in addition to the regular meetings at any time.

Evaluation of Committee Effectiveness

Annually the Committee will undertake a self evaluation of effectiveness. The following matters will be considered:

1. These Terms of Reference
2. The composition of the Committee
3. The performance of respective members of the Committee