



Arboriculture Australia Ltd

Committee Structure and Policy

COMMITTEE: FINANCE COMMITTEE (FC)

Program Area: Standing Committee

Staff Liaison: Operations Manager

Purpose of the Finance Committee

The purpose of the Finance Committee is to:

- Ensure financial control and integrity of the organisation and its committees.
- Ensure compliance with statutory requirements.
- Ensure accounts are finalised, produced and an independent review of accounts is completed by the 31 March of each year.
- Provide support and guidance for all operational budgets for the organisation.
- Provide support and control for all financial matters.

Committee Structure

The Finance Committee structure is defined.

1. The Committee Chair is the appointed Treasurer of the Association.
2. Committee member's terms are for two (2) years; a committee member, other than the Chair, may serve for up to three (3) consecutive terms.
3. The Finance Committee consists of:
 - a. Treasurer (Chairperson).
 - b. Two committee members.
 - c. Staff Liaison (non-voting).

4. The process to appoint a committee member is:
 - a. A committee invitation form will be sent out from the Arboriculture Australia Administration Office to the members to seek nominations for positions vacant.
 - b. The Chair will review and select committee members from the nominations received.
 - c. The Chair will put forward the committee list to the Board for final approval.

5. Each person on this committee should be able to demonstrate professional business financial skills and experience.

Work Plan

The Finance Committee will develop an annual work plan at the last meeting of the year, for the next succeeding year, based on the Arboriculture Australia Strategic Plan that meets the following minimum key requirements:

1. Work with the administration staff to ensure the financial reports are produced and distributed to the Board each month.

2. Prepare and manage a project implementation schedule to ensure that the organisation is financially successful. Identify operational opportunities for cost savings and increasing income, and implement appropriate measures in consultation with the Board.

3. Prepare an annual budget in the last quarter of the year for the next financial year. Information to prepare the annual budget will be derived from the mid-year face-to-face Executive Committee meeting.

4. Report to the board on the state of the budget quarterly.

5. Cost analysis on membership fees annually, and conduct a membership fee review 2-yearly..

6. Liaise with each committee to ensure they are following their budget.

7. Provide a comprehensive budget for the Executive Committee for the following financial (calendar) year by 01 November each year. The Finance Committee will present the budget to the Board for approval.

The budget should include all anticipated/projected costs, such as:

- Airfares and accommodation.
- Room hire.
- Catering.
- Teleconferences.

In addition, the budget should:

- Incorporate the annual conference budget.
- Consider actual/potential sponsorship income.

Affiliated Committees

At times, the Finance Committee will need to work closely with other Arboriculture Australia committees.

The Finance Committee must ensure there are open communication channels to liaise through and work in close collaboration with:

1. All committees.

Meetings

It shall be the goal of the Finance Committee to meet face-to-face twice each year, at a venue to be determined based on cost-effectiveness. The committee will have at least three committee meetings via conference calls per year.

Conference calls are to be scheduled, as appropriate, to meet the objectives of the committee. Other business will be conducted via email.

Arboriculture Australia will fund the following:

- Return airfares for all committee members only.



- Airport parking (long-term car parking facility only) at the origin airport.
- Transfers (taxi) from the destination airport to the meeting location (for committee members attending the bi-annual face-to-face meetings only).
- (Note: excess luggage and other incidentals will not be reimbursed)

If overnight accommodation or travel is required, this will be arranged by the Operations Manager. The Operations Manager will reject travel and accommodation requests if seen as unreasonable.

Budget

The Finance Committee Chair will provide a comprehensive budget for the operation of the Finance Committee for the following financial (calendar) year to the Finance Committee by 01 November each year. The Treasurer will present the budget to the Board for approval.

The Finance Committee budget should include costs such as:

- Airfares and accommodation.
- Room hire.
- Catering.
- Teleconferences.

Policies

Finance Committee members and meetings will comply with the following thirteen (13) policies:

1. All committee members must be a current financial member of Arboriculture Australia while serving on the Finance Committee.
2. All external correspondence sent from a committee member must be placed on Arboriculture Australia letterhead and approved by the Operations Manager before being distributed.

3. Committee members shall disclose any potential conflict of interest. Members are required to sign the Arboriculture Australia conflict of interest declaration.
4. Committee members shall sign the Arboriculture Australia confidentiality agreement each year.
5. Committee members are expected to participate actively in committee projects and decisions. The committee may, at its discretion, replace committee members who do not actively participate.
6. Terms of office are concluded on 31 December, in the year of expiry of their term.
7. A committee member who misses two (2) consecutive meetings without explanation may be removed from the committee, in consultation with the Member Advisory Committee.
8. All committee members must have an intermediate level of computer skills for Excel and Word, as a minimum.
9. All documents will be in Microsoft Office format.
10. The committee member must use an email address that is not accessible or can be viewed by another person.
11. At no time is the committee to purchase or consume alcohol at the association's expense.
12. Irrespective of the approved budget, at no time shall the committee spend money without prior approval from the Treasurer or Operations Manager.
13. A reimbursement for any financial expenditure, in line with the approved budget made by a committee member, must be submitted to the Operations Manager for processing. The Operations Manager can approve claims up to \$500.00. For claims above \$500.00 to \$1,000.00 the Operations Manager must also seek approval from at least one Director. Claims above \$1,000.00 must be approved by a Director and the Treasurer.

Consensus Decision Making

The Finance Committee will function by consensus decision making. The committee recognises the following categories of consensus:

1. Strongly agree.
2. Agree.
3. Agreement, with some concerns as expressed to the committee.
4. Not in agreement, but willing to accept the consensus of the committee.
5. Not in agreement, and unwilling to accept the committee consensus.

Where a decision by consensus is not possible, a vote will be taken and the majority rules in the presence of a quorum. A quorum shall consist of greater than 50 percent of the committee members. The Finance Committee Chair shall cast the deciding vote in any case of a tie.

The Finance Committee Chair will ensure via the staff liaison that minutes are accurately recorded and distributed to committee members in a timely fashion. All minutes are to be filed at the Arboriculture Australia administration office.

Reference Documents – Internal and External

The Finance Committee shall refer to the following reference documents:

- Arboriculture Australia Strategic Plan.
- Utility Arborist Association of Australia Strategic Plan.
- Directors, Advisors and Committee Chairs' Handbook.
- Conflict of Interest Declaration.
- Confidentiality Agreement.