

Committee	FINANCE
Number of Members	6
List of Members	<p>A Director other than the Treasurer, appointed by the Board, and designated by the Board as Committee Chair</p> <p>Guild Treasurer</p> <p>A current Board Member who is not the Treasurer, and who is elected by the Board in a manner determined by the Board, is to serve as Audit Co-ordinator</p> <p>Two (2) other members, preferably non-board members</p> <p>Guild President (ex-officio)</p>
Committee Chair	A Director other than the Treasurer, appointed by the Board, and designated by the Board as Committee Chair
Mandate	<ol style="list-style-type: none"> 1. Supervise and monitor the maintenance of Guild financial records. 2. Ensure the financial procedures of the Guild conform to accepted accounting practices. 3. Serve as the Audit Committee on behalf of the Board. <p>Duties</p> <ol style="list-style-type: none"> 1. Report to each Board meeting and to the annual meeting of members. 2. Serve as the Audit Committee on behalf of the Board. 3. Audit Co-ordinator serves as a regular committee member throughout the year, with the additional task at audit time of serving as principal liaison with the auditor for the annual audit or review engagement as the case may be. 4. Meet with treasurer and external auditor/reviewer to ensure that the published financial statements fairly reflect the financial activities for the year. 5. Recommend acceptance of the published financial statements to the Board. 6. Recommend the appointment of auditor to the Board. 7. Assist and support the Board and its Committees in the preparation of annual budgets. 8. Manage cash flow and maintain prudent investment strategies in accordance with Board policy. 9. Advise the Board on financial matters affecting Board policy. 10. Implement Board resolutions that fall within the jurisdiction of the Committee. 11. Maintain meeting minutes in accordance with Guild policy. 12. Such other financial administration as may be assigned by the Board from time to time.
Term	Unless otherwise stipulated by the Board, appointed committee members will serve a term of one year to end at the first Board meeting after the end of the Annual Meeting.
Minutes	<ol style="list-style-type: none"> a. The Committee will keep minutes of all of its meetings. b. The Committee Chair will email copies of all Committee minutes to all Board members with fourteen (14) days of each Committee

	meeting.
Meeting Frequency	The Committee will meet no less than three times per year.
Remuneration	Committee members will serve without remuneration, provided that they may be paid reasonable expenses incurred in the performance of their duties as a Committee member.