

Terms of Reference

Finance Committee

1 Purpose

The purpose of the Finance Committee is to advise the Port Adelaide District Hockey Club (the Club) Board on matters relating to the financial and operational performance of the Club.

2 Membership

The Board shall appoint the members of the Committee and review the composition of the Committee from time to time. The Committee will consist of at least three directors. The Board shall appoint one of the members of the Committee to Chair the Committee.

3 Quorum

The quorum for meetings of the Committee is 2 directors.

4 Meetings

The Committee will meet at least 3 times per year.

5 Duties and Responsibilities

The duties and responsibilities of the Committee shall be as follows:

- a) Review the Club annual budget and ensure that it is consistent with the organisational objectives of the Club.
- b) Make recommendations to the Club Board regarding the approval of the Club annual budget.
- c) Monitor the Club's cash flow, having regard to the revenue and expenditure of the Club.
- d) Monitor the financial and operating performance of the Club.
- e) Monitor the adequacy of the Club's financial systems.
- f) Assess financial risks or concerns that impact, or may impact, on the financial performance and reporting obligations of the Club.
- g) Assess any complex or unusual financial transactions undertaken by the Club.
- h) Review the annual audit report and financial statements.