

Committee Name:	<i>Finance & Admin Committee</i>	Committee Type:	<i>Ad Hoc Committee</i>
Chairperson:	<i>Secretary-Treasurer</i>	Vice-Chair:	<i>Appointed by Chair</i>
Responsible to:	<i>Council</i>	IDA Office Support:	<i>Executive Director</i>

Composition:	Minimum of 2 Full Members [Registered; Associate or Fellow only]
Term of Office:	2 years for Chair; 1 year for other Appointed Member(s)
Meetings:	The Committee shall meet at the call of the Chairperson

Mandate:	<p>Oversee the Association Office and assist the Executive Director to:</p> <ul style="list-style-type: none"> ▪ <i>Keep records in the form of minutes of all proceedings at Council meetings and meetings of the Members</i> ▪ <i>Give or cause to be given as and when instructed all notices to Members, Councillors, Officers, auditors and members of the committees of the Council</i> ▪ <i>Have charge of all books, papers, reports, certificates, records, documents and instruments belonging to the Association</i> ▪ <i>Register and file all reports, certificates and all other documents required by law to be registered or filed by the Association</i> ▪ <i>Collect and receive all annual dues or other fees or assessments approved by the Members to the Association by resolution, and ensure that such dues or other fees or assessments be deposited in the bank account of the Association</i> ▪ <i>Certify any documents of the Association except when some other Officer or agent has been appointed for any such purpose</i> ▪ <i>Develop and review of fiscal procedures</i> ▪ <i>Maintain proper accounting records in compliance with the Act</i> ▪ <i>Deposit monies and other valuable effects of the Association in the name of and to the credit of the Association in such banks or other depositories as the Council may from time to time designate.</i>
Deliverables:	<ul style="list-style-type: none"> • Act as the Secretary at all Council meetings and meetings of the Members • Send out meeting notices and invites for all Council meetings and meetings of the Members • Issue meeting minutes after each meeting • Work with the Association Office to categorize and file all Association Archives and files in a method that is logical and well-documented for ease of reference • Develop and maintain the annual budget by working with the committee chairs including all special event chairs • Oversee the disbursement of the funds of the Association • Provide written financial report to council • Review requests for funds for sponsorship, scholarships, special events and committees and provide written recommendations to Council • Exercise such other powers and authority and shall perform such other duties as may from time to time be prescribed by the Council or the President

TOR Approval:

Date

TOR Review / Renewal: February 2022

Date