

## Terms of Reference

**Name of Committee:** Finance and governance

**Approved by:** Board of Directors, ANZTS

**Approval Date:**

**Review date:**

### **Aim:**

**To ensure financial transparency and accountability, appropriate compliance and risk management, good governance and board oversight in the interests of the ANZTS membership.**

### **Objectives:**

1. Ensure transparency in financial transactions and reporting.
2. Review and monitor accurate financial records and internal controls..
3. Monitor budget performance and adjust as necessary.
4. Ensure compliance with laws, regulations, and reporting requirements.
5. Assess and mitigate financial risks.
6. Provide guidance to the board on financial matters.
7. Review and recommend policies and procedures to enhance governance.
8. Communicate regularly with BOD and membership on financial matters.
9. Review financial reports and statements prepared by TAS.

### **Reporting arrangements:**

- Authority is delegated by the ANZTS Board to fulfil the objectives.
- In fulfilling its designated functions, the Committee will respond to requests from the Board and may also initiate its own activities subject to approval by BOD.
- At the beginning of each calendar year, the Chair will provide a work plan and progress report to ANZTS Board proposing key priorities for the coming year and a summary of what was achieved in the previous year.
- Must keep minutes of meetings that include a register of action items and ensure that a copy is kept by the ANZTS Secretariat.

### **Membership:**

# Australian & New Zealand Trauma Society

- The membership of the Committee shall include a maximum of 5 members including the Chair. The number may be increased depending on the requirements of the Committee.

## **Terms of membership:**

- The term of office for each committee member shall be 3 years.
- At the end of each term positions on the committee will be open to the membership via a call for expressions of interest (EoI).
- Committee members may be reappointed to serve for a maximum of 2 consecutive terms. However, subsequent terms must be applied for via EoI.

## **Chair:**

A Chair will be a current Board member and will be appointed by the BOD for a 2-year term with a maximum of 2 consecutive terms.

Responsibilities of the Chair

- The Chair will provide oversight of the Committee and will be responsible for ensuring that the Committee fulfils its functions and acts on assigned tasks in a timely manner.
- The Chair will approve the agenda for each meeting, chair the meetings and will be responsible for reviewing the draft minutes so that they can be sent to the Committee for review and verification in a timely manner.

## **Responsibilities of Committee members:**

### **Conduct:**

All committee members are required to:

- Attend committee meetings and actively participate in discussions at these meetings.
- Read and consider agenda papers and minutes of meetings.
- Act with care and diligence and in the best interests of ANZTS strategic priorities

### **Conflict of Interest:**

Members will be required to complete a statement of conflicts of interest and to declare any further potential conflicts of interest that may arise.

### **Disputes:**

Disputes that cannot be satisfactorily resolved within the Committee will be referred to the ANZTS Board

### **Meeting attendance:**

If a member is absent for three consecutive meetings they may be asked to step down from the committee.

## Confidentiality:

Committee members are required to maintain confidentiality on matters of importance to ANZTS.

## Meetings:

### Meeting frequency:

The Chair will determine the frequency of regular committee meetings.

## Quorum:

Greater than 50% of the membership of the Committee.

## Secretariat support:

Currently there is no administrative support provided by the ANZTS secretariat. Activities will be conducted by email and teleconference.

## Election/ Nomination/ Recruitment of members:

Expression of Interest (EoI) will be called from the ANZTS Board.  
Nominations will be considered by the ANZTS Board.

## Casual Vacancies:

If the position of a committee member becomes vacant during the member's term of office, the position may be filled after a call for expression of interest for the remainder of the term using the process outlined above.

## Code of Ethics:

The Committee members will act in accordance with the ANZTS Code of Ethics.