

Terms of Reference

Field Hockey Finance & Audit Committee



Title	Field Hockey Canada (FHC) Finance & Audit Committee
Mandate	<p>The Committee is created by the FHC Board of Directors as standing committee in accordance with bylaw 12.2(c). The Committee's mandate is to assist the Board in fulfilling its oversight responsibilities by reviewing and making recommendations regarding:</p> <ul style="list-style-type: none"> ▪ Financial information, including audited financial statements, that will be provided to the Board of Directors and other stakeholders; ▪ Annual operating budget, and the budget process; ▪ Systems for internal controls; ▪ Internal Audit processes; ▪ Risk management processes. <p>The mandate of the committee will be carried out within the overall strategic guidelines and objectives of FHC and any relevant legislation.</p>
Key Duties	<p>Develop and implement an annual workplan that includes but is not limited to:</p> <ul style="list-style-type: none"> ○ Prepare and present Quarterly Reports to the FHC BOD that accurately represents the financial position and risk to the corporation ○ Report on the audit process including difficulties or changes required/recommended ○ Policy Review ○ Treasurer to deliver audited statements and treasurer's report at the AGM ○ Present any substantial shift in financial health of the corporation to the BOD as soon as discovered ○ Recommend external auditors ○ Review and recommend internal control changes ○ Oversee the process to identify and mitigate financial risk to the corporation
Structure and Membership	Appointed by the FHC Board of Directors in accordance with bylaw 12.2(c) the structure of the Committee shall be the following:

	<ul style="list-style-type: none"> • Chair, Treasurer of FHC BOD • Directors (minimum of two) of the FHC BOD <p>CEO shall attend meetings as non-voting member.</p>
Meetings and Reporting	<p>The Committee may meet in person, telephonically, or electronically, and otherwise regulate their meetings and proceedings as they see fit (by-law 12.7).</p> <p>The Committee will report to the Board as and when required by and through the Chair or, if the Chair is available by any member of the committee. Committee shall maintain minutes of its meetings.</p> <p>The Committee shall prepare and submit a Treasurer's and Audit for the fiscal year to the CEO not less than six weeks prior to the AGM.</p>