

Langs Farm Village Association

Job Description for

FINANCE AND SUSTAINABILITY COMMITTEE

Purpose: The Finance and Sustainability Committee is responsible for advising the Langs Board of Directors on all matters pertaining to the organization's financial responsibilities and to promote and provide advice about organizational sustainability

Membership: The Finance and Sustainability Committee shall consist of the following: Langs Treasurer and 2 Directors, 2 community members at large with financial expertise, Langs Finance Co-ordinator. The Board Chair and Executive Director of the organization shall be an ex-officio, non-voting member.

Accountability: The Committee will be responsible for preparing a written report to the Board of Directors.

Frequency of Meetings: The Committee shall meet 3 times per year with additional meetings as required.

Quorum: A quorum for all meetings shall be a majority of the eligible voting members.

Responsibilities:

1. To provide advice about the financial position and sustainability of the organization.
2. To review, update and recommend financial management policies and procedures for board approval.
3. To provide advice about opportunities that facilitates sustainability including revenue generation strategies.
4. To review investments, bank charges, capital assets, reserve funds, tenant lease rates, and recommend amendments to the Board.
5. To review financial reports and recommend quarterly financial reports for submission to and acceptance by the Board.
6. To review and recommend the annual budget submissions to the Board for approval.
7. To function as the Audit Committee and review the organization's draft audited financial statements.
8. To assist with the on the annual appointment of an auditing firm by ensuring that a Request for Proposals (RFP) process takes place every five years.

Created: June 2012