



FINANCE COMMITTEE CHARTER

The statutory obligations of the Finance Committee, as specified in the *Menzies School of Health Research Act (2016) Section 20* are:

- The Board shall establish a Finance Committee.
- Subject to the direction and control of the Board, the Finance Committee shall report to the Board on the financial position of the School, and on the management of the School's funds, at such intervals as the Board requires.

Other obligations relevant to the Finance Committee are set out in Part IV ("Finance") and section 40 ("Validity of Proceedings") of the Menzies School of Health Research Act

a) Role of the Finance Committee

Subject to the control of the Board, the Finance Committee should provide advice and oversight of Menzies on matters related to financial planning, financial management and internal financial reporting.

b) Objectives of the Finance Committee

To provide oversight of all financial and commercial matters within Menzies and advise the Board on Menzies financial viability; and ensure relevant policies and procedures are current and comprehensive.

c) Duties of the Finance Committee

1. to recommend to the Board for consideration the Menzies annual budget;
2. to recommend to the Board whether any amendments to the Menzies annual budget should be approved;
3. to review the quarterly internal financial reports, and report to the Board on the financial affairs of Menzies, including but not limited to;
 - a) any material variances between actual income and costs against budgeted income and costs;
 - b) the working capital and cash flow position of Menzies.
4. oversight of the Menzies insurance program and report to the Board at least annually;
5. investigate matters and conduct its own enquiries regarding financial management of Menzies. If required Menzies staff are to provide information requested by the Committee;
6. Advise, and make recommendations, to the Board on any commercial opportunities;
7. The Finance Committee oversees the financial management of funds raised by the Development Committee.
8. advise the Board on the appropriate policies, procedures and delegations of authority for Menzies;
9. receive reports and guidance from the Risk and Audit Committee;
10. take any such other action, not inconsistent with the Act, as may be required in the interests of the School;
11. consider other items relevant to the discharge of its functions and responsibilities as deemed necessary or referred to it by the Board;
12. Advise the Board on any matters which have or potentially have, a significant financial impact upon Menzies.

d) Membership

The Finance Committee will be appointed by the Board and shall have at least four members comprising:

- Treasurer
- Director
- Board member
- Such other person(s) as the Board sees fit; (independent position(s))

All members will have financial skills, and at least one member of the Committee must be a qualified Accountant.

The Board shall appoint members of the Committee for a period not exceeding three years. At its discretion, the Board may re-appoint a retiring member.

The Finance Committee will also have the right to co-opt other members as deemed necessary.

The Chair of the Risk and Audit Committee cannot be the Chair of the Finance Committee.

e) Procedures

The Financial Controller shall act as Secretary to the Finance Committee and its executive shall be responsible for the preparation of financial estimates and internal financial reports as required by the Director, the Finance Committee and the Board.

The Finance Committee shall keep minutes of all meetings with the secretary being responsible for the preparation of the meeting minutes. The Finance Committee minutes will be duly signed by the Chair of the committee and Secretary.

The Finance Committee shall meet no less than four times per year, or as otherwise determined by the Board. Members shall be given seven days notice of any meetings.

f) Quorum required for meetings

A quorum shall consist of fifty percent of the members of the Committee (but see also section 40 of the Act on the validity of proceedings).

g) Assessing the Finance Committee's performance

The Committee should be subject to a review annually, including the completion of a self-assessment program. The reviews shall include, but not limited to, the following:

- i. Obtaining feedback on the Committee's performance and operations from key people such as the Board, senior financial and other management staff;
- ii. Obtaining feedback from the Menzies Board on the effectiveness of the Committee;
- iii. Assessing the performance of the Committee against its terms of reference;
- iv. Assessing the contribution of individual Committee members (review to be completed by the Committee's Chair) for discussion with the Chair of the Board.

APPROVED BY BOARD 10 NOVEMBER 2010, amended August 2012, 7 August 2013, October 2014, November 2016