

Terms of Reference Finance, Legal & Governance Committee

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1. AIMS AND OBJECTIVES

- 1.1 To oversee the Finances of the organization such that current reserves are maintained
- 1.2 To prepare budgets for approval by the General Assembly
- 1.3 To report at each Board meeting the year to date progress
- 1.4 To have budgets for a rolling 3-year period
- 1.5 To ensure all financial and legal requirements are fulfilled

2. AUTHORITY AND STRUCTURE

- 2.1 The Committee derives its authority from the EHF Executive Board and adheres to the Committee Terms of Reference set out below
- 2.2 These Terms of Reference may be reviewed by the Executive Board at any time and when appropriate, revised to accord with the changing requirements of the EHF.
- 2.3 The Committee shall be composed of a Committee Chair from the Executive Board and up to 7 ordinary members appointed by and responsible to the Executive Board
- 2.4 The Committee shall have at least 30% of its members of the lesser represented gender.
- 2.5 A member of EHF Staff (EHF Staff Liaison) may be appointed by the EHF Director General to sit on the committee and shall support the committee as follows:
- 2.6 Prepare the meeting with regards to accommodation, lunch and meetings rooms and inform the committee members
- 2.7 Prepare all papers and after consultation with the chair, send them to the committee members, President and Director General
- 2.8 Ensure a short report and photo is prepared for the website/social media
- 2.9 Draft the minutes together with the appointed minute taker.
- 2.10 Have regular contact with the Chair and Executive Board member where appropriate
- 2.11 The Committee shall report through its Chair to the President and the Director General acting on behalf of the Executive Board.

3. MEMBERSHIP

- 3.1 The committee is appointed after the EHF General Assembly (August) for a period of two years starting in the January following the General Assembly for 24 months, the Executive



Board has power in their absolute discretion, to add or remove members of the committee at any time

- 3.2 Members of the Committee (excluding the Hon. Treasurer) may not hold office for more than eight (8) consecutive years
- 3.3 The members shall have the endorsement of their respective National Associations;
- 3.4 The members shall work on specific projects providing input to the Committee.

4. ROLES AND RESPONSIBILITIES

- 4.1 Review and approve the previous year Management accounts
- 4.2 Review and advise on the Auditor for the EHF
- 4.3 Review and advise on the budget to be prepared for each General Assembly
- 4.4 Review and advise on the rolling 3-year budget
- 4.5 Review and agree the day to day management of the accounts
- 4.6 Agree and regularly review the financial policies and procedures (see RACI)
- 4.7 Ensure all legal requirements are fulfilled in relation to the accounts
- 4.8 To ensure all legal requirements of the organisation are fulfilled
- 4.9 Only the Chair (or Director General) of the Committee is permitted to correspond with member National Associations or with outside bodies (with copies of letters being sent to EHF office).

5. MEETINGS OF THE COMMITTEE

- 5.1 The Committee meets at least once a year together and once by Skype or other electronic means;
- 5.2 The Chair is bound to fulfil other duties, such as participation in the EHF Executive Board meetings (when required), amongst others.

6. EXPENSES

- 6.1 Air travel or train/bus travel – paid by the National Association represented by the committee member
- 6.2 Visa expenses (if required) – paid by the National Association represented by the committee member
- 6.3 Accommodation – paid by the National Association represented by the committee member
- 6.4 Lunch on the day of the meeting and one committee dinner will be paid for by the EHF
- 6.5 All extra costs will be at the expense of the member