



## **Role Description for Chair, Community Board Finance Committee**

The Chair of the Community Board Finance Committee is appointed by Community Board and the position ratified by Trustee Board.

### **1 Reporting Structure**

- In addition to chairing the Finance Committee, he/she is an ex officio member of Community Board and is responsible to Community Board.

### **2. Term of office**

- The Chair can serve for a maximum of two consecutive terms of three years each.

### **3. Responsibilities.**

- To lead and manage the work of the Community Board Finance Committee in accordance with the Community Board Finance Committee terms of reference.
- To manage the annual budgeting process for Community Groups, preparing the Community Board budget submission to Trustee Board.
- To prepare the annual plan for the Community Board Finance Committee and gain Community Board approval for it.
- To report to Community Board on the Finance Committee's work and progress.

### **4. Requirements**

- The Committee meets face to face every three months, and by teleconference monthly in between the face-to-face meetings.
- The Chair is required to work closely with the Community Groups Team Members and with the Community Groups Accountant.
- The Chair must be able to communicate clearly with Community Group officers.
- The Chair may on occasion be required to make decisions on behalf of the committee where timing is critical.
- A basic knowledge of accounting processes and BCS governance is required.
- Previous experience as a Community Board Finance Committee member would be an advantage.