

FINANCE COMMITTEE TERMS OF REFERENCE

Primary responsibility for the financial reporting, accounting systems, management plans and budgets, internal controls and treasury of TRU is vested in Administration and overseen by the Board of Governors.

1. Purpose

The purpose of the Finance Committee is to advise the Board in fulfilling its obligations and oversight responsibilities relating to financial planning and property affairs of the University.

2. Composition and Quorum

The Finance Committee is composed of five Governors, plus the President.¹

The Board, on the recommendation of the Board Chair, appoints the Committee members and Chair.

A majority of members of the Committee shall constitute a quorum.²

3. Accountability to the Board

The Committee has no authority to direct Administration or to commit TRU unless specifically authorized by the Board through the Committee Terms of Reference or otherwise.

4. Duties and Responsibilities

Subject to the powers and duties of the Board, the Finance Committee will perform the following duties.

- i. To review and provide recommendations to the Board regarding annual budgets developed by Administration including recommendations with respect to tuition and other fees.
- ii. To review quarterly budget-to-actual reports provided by Administration.
- iii. To review and make recommendations to the Board regarding the approval authorized signing officers in respect of all banking and make recommendations to the Board in respect of banking services.
- iv. To review the investment management activities of the University.
- v. To review compliance with applicable tax requirements.

¹ The Vice-President, Administration and Finance, the Provost & Vice-President, Academic, the General Counsel and Corporate Secretary, and other University staff will attend committee meetings as required.

² Bylaws, Section III, Paragraph 4(a).

- vi. To review and make recommendations to the Board regarding policy issues relating to operating budgets and capital expenditures.
- vii. To review and make recommendations to the Board in respect of all proposed transactions regarding the leasing or disposal of real property.

5. Meetings

The Committee meets at least four times per year. Additional meetings may be held as deemed necessary by the Committee Chair or as requested by any Committee member or the External Auditor.

6. Reporting

The Committee will report its activities to the Board at the next Board meeting.

7. Staff Support

The Corporate Secretary provides staff support to the Committee, and the Corporate Secretary or his/her delegate is secretary to the Committee.

8. External Advisors

The Committee may engage independent advisors at the expense of TRU when it deems necessary, subject to the approval of the Board Chair.

9. Responsibility for Policy Review

The Committee has responsibility to review at least every two years, and more frequently if necessary (e.g., based on legislative or regulatory changes, or a development in governance best practices) the following Board and organizational policies.

Board Policies:

- Finance Committee Terms of Reference
- Advisory Committee on Investments Terms of Reference
(http://www.tru.ca/_shared/assets/investment_TOR22479.pdf)
- Governor Indemnity and Liability Insurance

10. Committee Timetable

The timetable for the Committee's activities is reflected in the Committee's calendar set out below.

FINANCE COMMITTEE CALENDAR

	SEPT	OCT	DEC	FEB	MARCH	MAY
FINANCIAL PLANNING						
1. Review operating budget development		X	X	X	X	X
2. Review budget to actual reports		X		X		
3. Review internal restriction of funds			X			
4. Financial Information Act Report	X					
5. Report on Quarterly Financial Performance		X		X		
OTHER						
6. Review banking services and bank signing officers						
7. Review investment management activities				X		
8. Review compliance with applicable tax requirements	As Required					
9. Material financial commitments outside of approved budget	As Required					
10. Review and make recommendations to Board regarding policy issues relating to budgets and capital expenditures	As Required					
11. Review proposed property transactions	As Required					