



Finance & Fundraising Committee Terms of Reference Approved November 16, 2018

1. Name and Type of Committee

The Finance & Fundraising Committee is a standing committee of the Athabasca Watershed Council (AWC) Board of Directors.

2. General Purpose

The purpose of the Finance & Fundraising Committee is to support AWC financial capacity and governance, in support of the AWC vision, mission and values.

Vision: The Athabasca watershed is ecologically healthy, socially responsible, and economically sustainable. (Updated January 9, 2019)

Mission: The Athabasca Watershed Council demonstrates leadership and facilitates informed decision-making in the Athabasca watershed by bringing stakeholders and Indigenous peoples together to promote, foster respect, and plan for an ecologically healthy watershed that supports social responsibility and economic sustainability. (Updated January 9, 2019)

Values:

- We value integrity, trust, and transparency.
- We respect all points of view.
- Water is a blessing and gift and is essential for the environment, society, the economy and the spirit.
- We respect the environment and people.
- We believe in consensus decision making.
- We respect economic necessities.
- We value a high standard of achievement and conduct in the Athabasca Watershed Council.
- We value ecological health as foundational to all life.
- We value timely responses to issues.
- We value and respect the Indigenous communities, culture, and knowledge in the Athabasca watershed.
- We value inclusivity.
- We value creativity, innovation, and risk taking.
- We are responsible and accountable to all members.
- We are purpose driven.

3. Duties and Responsibilities

- Provide financially based support and recommendations to the AWC Board of Directors.
- Review and recommend financial policies and procedures.
- Recommend fundraising strategy.
- Support and review development of operational and project budgets.
- Review quarterly financial results compared to budgets.

4. Composition and Appointments

- Committee members must be AWC members.
- Financial advisors outside of the Committee may be invited by the Committee to provide expertise and advice to the Committee.
- The Board of Directors approves appointments of members to the Committee, and these appointments are reviewed annually.
- The Committee selects one (1) Chair or two (2) Co-Chairs from among the AWC Directors on the Committee.
- Committee members are encouraged to serve minimum one (1) year terms.
- All sectors of the AWC Board are encouraged to be represented on the Finance & Fundraising Committee.

5. Meetings

- A minimum of four (4) meetings are held per year, by teleconference or face to face.
- Meetings are called by the Chair or Co-Chair and will also be called by the Chair or Co-Chair upon request in writing from any two Committee members.

6. Financial and Staff Resources

- Funding is approved by the Board in the operational budget.
- Administrative staff provides support.

7. Accountability

- All Committee recommendations must be approved by the Board before implementation.
- Provide Committee updates for review and discussion at each Board of Directors meeting.
- Meeting minutes are recorded and distributed to Committee members and the Board.
- Ensure that approved minutes are available to the public via the web site.
- Document accomplishments in the AWC Annual Report.

8. Terms of Reference Review

- Review annually and if required submit revisions to the Board of Directors for approval.