

# **SASKATCHEWAN COLLEGE OF PHYSICAL THERAPISTS**

## **STANDING COMMITTEES**

### **Finance Committee**

**PURPOSE:** Responsibilities as per bylaws of the Saskatchewan College of Physical Therapists

**SELECTION:**

Appointed by council

**TERM:** 2 years

**ORGANIZATION:**

**Accountability and Reporting Relationship:**

The committee through the Chair or Council representative, is responsible to Council .

**Structure:**

- The Committee shall be a Standing Committee.
- All honorariums and expense allowances shall be available to the Chair and Committee Members

**Composition and Representation:**

- The Committee shall consist of the Treasurer (appointed by Council) who will be Chair, Executive Director and at least one other member who must be a registrant of the College.
- Committee membership may vary from year to year, depending upon the volume of work, as determined by the Chair.
- Resignations from the committee shall be made in writing to the Chair who will communicate this to Executive Director/Council.
- The committee may invite individual(s) with expertise to participate on the committee as a non-voting liaison (i.e. accountant).
- All committee members should have access to a computer
- All committee members shall have an equal vote, including the Chair of the Committee, except the non-voting liaison and Executive Director/Registrar who has voice but no vote.
- Council members are the preferred delegate to attend national meetings/workshops

**Meetings:**

- Meetings shall be held at the call of the Chair. Quorum shall be 2/3 of the committee members.
- Chair shall determine the agenda and format for each meeting.
- Chair shall ensure that all materials and information are distributed prior to each meeting.
- Meeting minutes will be circulated to Committee members and the SCPT office after each meeting
- The Chair shall submit copies of any minutes from any meetings related to SCPT business to the SCPT office.
- The Chair shall submit an annual report at SCPT's Annual General Meeting and regular articles for the newsletter.

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### Finance Committee -continued

#### Functions:

- Review Terms of Reference and recommend changes
- Develop and monitor ongoing long and short-term budget plans.
- Invest surplus operating funds and accumulated reserves in secure investments as per the Bylaws.
- Assist in developing proposed budget for the next fiscal year.
- **Maintain reserve fund for the College as level as stated in Treasurer Job description.**
- Review honoraria and expense schedules yearly. Present to Council for approval prior to proposing new budget.
- Ensure annual audits are conducted.
- Determine annual budget for finance committee & overall council.
- Initiating and developing the first draft of any revisions to policies, position statements standards of practice or operational procedures within their portfolio and coordinating their activities with the Treasurer and/or Office as the need arises

November 1998  
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Revised January 23, 2003  
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