



TWIN MEADOWS ANIMAL RESCUE SOCIETY
Box 285 Fernie BC V0B 1M0
twinmeadowsanimalrescue.org
info@twinmeadowsanimalrescue.org

Administration Committee Terms of Reference

1. PURPOSE & RESPONSIBILITIES

The Administration Committee (the “Committee”) for Twin Meadows Animal Rescue Society (“TMARS”) is appointed by the Board of Directors (the “Board”) to provide financial and governance oversight and make recommendations to the Board, when required. Financial and governance oversight is primarily defined as:

- (a) Monitor the integrity of the Foundation’s financial reporting process, governance and systems of internal controls regarding finance, accounting, technology, insurance and risk management and bring any concerns to the board for discussion;
- (b) Monitor the Foundation’s compliance with applicable society rules, bylaws and regulations and bring any concerns to the board for discussion;
- (c) Oversee the annual budget process to be approved by the board prior to the start of the fiscal year;
- (d) Pursue the organization’s Registered Charitable Status by recommending changes needed to comply with the requirements;
- (e) Monitor and report quarterly to the Board on the organization’s financial health;
- (f) Evaluate board needs and recommend future board nominee’s skills and expertise for upcoming AGMs;
- (g) Develop Policies for procedures necessary for the operation of the organization that are not specifically outlined in the society’s bylaws; and
- (h) Carry out other responsibilities as assigned by the Board

2. COMPOSITION

The Administration Committee will be comprised of a minimum of two current TMARS directors, which shall be the President and the Treasurer. The Committee members and Chair shall be appointed annually by the Board at the first meeting following the AGM and the Board may fill any vacancy in the membership of the Committee at any time.

Individuals outside the TMARS Board may be added to the Committee in an advisory capacity with voting privileges. These members will be added at the discretion of the Committee, with notification to the TMARS Board.

Not all committee members need to have a strong financial background; however, they should be able to understand basic terminology along with review and understand the financial statements and be comfortable asking questions about the financial health of the organization. Additionally, one Committee member must have advanced accounting and financial management expertise.

3. MEETINGS & MINUTES

The Committee shall meet as necessary to carry out its responsibilities, as determined by the Committee. Meetings shall take place no less than two times per year.

Non-Committee Board members, consultants and guests can attend Committee meetings in a non-voting capacity.

An agenda will be prepared by the Chair or another committee member and distributed prior to the meeting. A summary of the minutes for all Committee meetings will be made available to the Board following the meetings. All matters requiring Board approval will be brought to the Board by the Committee Chair at the regularly scheduled Board meetings, or as required.

4. RESOURCING

As required, the Committee may use external resources for guidance in Committee related matters. This may include, but is not limited to; legal, accounting and information technology resources. Costs for these services, up to \$1,000 annually will be managed by the Committee. Amounts exceeding this threshold will be brought to the Board for review and approval.

5. QUORUM & VOTING

Quorum is defined as having a minimum of two voting committee members present at the meeting, either in person or electronically.

In the event of a topic requiring a vote, a majority result will drive the resolution that will be recommended to the Board. Should there; either based on the even number of votes or due to an abstention, be a tie, the vote will be deferred and addressed by email when additional committee members are available

6. REPORTING TO THE BOARD

It is the responsibility of the Committee to ensure all pertinent financial matters are brought to the attention of the Board. Reporting to the Board will be managed through the monthly Board meetings, unless urgency requires an expedited resolution.

7. ANNUAL REVIEW for the BOARD

- a) The members of the Committee, as well as the Board, shall review these Terms of Reference annually or, where circumstances warrant, at such shorter interval as is necessary to determine if further additions, deletions or other amendments are required;
- b) The Committee Chair shall make available to the Board a plan for the upcoming year. This plan should include Committee projects and tasks that are targeted to be addressed and should promote the long-term sustainability of the Foundation. This plan should be made available for the first board meeting of the new fiscal year;
- c) The Committee Chair shall report annually to the Board on the role of the Committee and the effectiveness of the Committee in contributing to the objectives and responsibilities of the Board as a whole.

8. COMMITTEE MEMBERS

The approved Committee for the 2022-23 term is comprised of:

Board Members

- . (a) Sharon Soames, TMARS President – Committee Chair
- . (b) Tami Chechotko, TMARS Treasurer – Committee Member
- . (c) Michele Dauphinee, TMARS Secretary – Committee Member

Volunteer Members:

9. APPROVAL

- . (a) Adopted by the Twin Meadows Animal Rescue Society Board of Directors on _____, 2024
- . (b) Next review of Terms of Reference and Committee is scheduled for the first meeting after the 2024 AGM (April 2025)

Date:

TMARS President / Finance and Governance Chair:

TMARS Finance and Governance Committee Member: