



Continence Nurses Society Australia

(formerly Australian Nurses for Continence)

Finance Resources, Sponsorship and Fundraising Sub-committee

Terms of Reference

Membership:

The Finance Resources, Sponsorship and Fundraising (Finance) Sub-committee shall consist of the treasurer or their nominated representative from each state or territory branch of the Continence Nurses Society Australia (CoNSA) together with the treasurer and the vice president of the CoNSA Management Committee. The elected president of the CoNSA will additionally hold an ex-officio position on this sub-committee.

Appointment of the Finance Sub-Committee:

The CoNSA Management Committee shall, at their first meeting following the Annual General Meeting (AGM) in each year, determine the members of the Finance Sub-committee until the following AGM.

Casual Vacancies:

The CoNSA Management Committee from among their members shall fill casual vacancies occurring in the membership of the Finance Sub-committee.

Frequency of Meetings:

The Finance Sub-committee shall not meet less than 3 times in each year. A quorum at each meeting shall be 3 members.

Record of Meetings:

The Finance Sub-committee shall ensure that agreed written records of each of the meetings are forwarded to the CoNSA Management Committee and to their representative state or territory as part of the individual treasurer's state report.

Functions of the Finance Sub-committee:

The CoNSA Management Committee will retain responsibility for all financial decisions made for the CoNSA. The Financial Sub-committee will:

- receive reports from the CoNSA Management Committee on all matters related to, finance, employment of staff and their subsequent conditions of service, scholarships and memorandums of understanding that would have impact into the financial workings of the CoNSA.
- advise the CoNSA Management Committee on matters related to, finance, employment of staff and their subsequent conditions of service, scholarships and memorandums of understanding that would have impact into the financial workings of the CoNSA.
- make recommendations to the CoNSA Management Committee on all matters financial and personnel in nature ensuring the CoNSA's organisational policies and procedures are followed.