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January 6th, 2021

Finance Committee Meeting

Kim's note to the Committee

Explanation of how Board Committees Function (PS- this information comes from a sample board policy manual that Deb McClelland shared with me, editing this sample manual will likely be one of your tasks for this year).

1.0 : GOVERNING PROCESS

1.1 : POLICY FOCUS : TASK FORCES AND COMMITTEES

- 1.1.1 To preserve the integrity of the “wholeness” of the Board, committees (including task forces) will be used primarily to assist the Board in doing its work. References to “committee” in this policy include references to a task force.
- 1.1.2 Board committees will not make policy decisions on behalf of the Board, but rather will be used to inform the Board on matters it has been delegated to investigate. The Board shall establish all committees that are required by legislation or regulation. The Board may establish standing committees to assist it in conducting its business and in developing policies and planning. The terms of reference for these task forces will be set and approved by the Board.
- 1.1.3 Board committee roles, expectations and parameters will be clearly defined in their terms of reference, and will not conflict with the EXECUTIVE DIRECTOR'S authority. Board committees must adhere to their specific terms of reference and timelines and report to the Board on a regular basis.
- 1.1.4 Board committees will not have executive authority.
- 1.1.5 Board committees will not speak or act for the Board.
- 1.1.6 Board committees are not empowered to exercise authority over staff. Therefore, they will not normally have direct dealings with current staff operations nor will the EXECUTIVE DIRECTOR be required to obtain approval of a Board committee before an executive action.



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- 1.1.7 These above policies apply only to Board committees which are formed by Board action, whether or not the committees include non-Board members. It does not apply to committees formed under the authority of the EXECUTIVE DIRECTOR.

Example Agenda for first meeting of the Governance committee

- 1) Call to Order
- 2) Attendees/Introductions

New Business

- 3) Assign committee roles
 - a) Chair
 - b) Secretary (take minutes/ submit report (deadline of Jan 17th 2021))
- 4) Create Finance Committee Terms of Reference
 - a) [January Income Statement](#)
- 5) Review finances and Treasurer's report
- 6) Set agenda and date of the next Committee meeting.

Old Business

Adjournment