



The professional association for
social work and social workers

FINANCE & ORGANISATIONAL DEVELOPMENT COMMITTEE

TERMS OF REFERENCE

Name	Finance and Organisational Development Committee
Quorum	3 members
Chairing	<p>The meeting will be chaired by the Honorary Treasurer.</p> <p>The Honorary Treasurer is elected in accordance with Regulation 6.2 of the Association's Articles of Association.</p> <p>In the absence of the Chair, a chair for the meeting shall be selected by the members present.</p>
Membership	<p>Honorary Treasurer plus 6 other members elected from the BASW membership.</p> <p>The quorum is three including the Chair for that meeting.</p> <p><u>Election of members to Committee</u></p> <ul style="list-style-type: none">• Members are elected for an initial term of office of 2 years and this can be renewed for a further 2 year period.• Council shall in such manner as it determines invite applications from candidates for election.• A panel comprising the Chair, the Honorary Treasurer and the Chief Executive shall consider all applications to ensure that candidates have the relevant skills, knowledge and experience.• In the event of there being more candidates than vacancies the endorsed candidates will go forward for election by the whole membership.• Council to determine the process for filling any casual vacancies.
Serviced By	Chief Executive
Meeting frequency	6 times per year – face-to-face or by teleconference – or as determined by Council.
Sub-committee	Governance & Risk Sub-Committee
Purpose	1. To oversee the business, workforce, organisational development and governance of the organisation including the delivery and scrutiny of the business

	<p>plan.</p> <ol style="list-style-type: none"> 2. To monitor and scrutinise the exercise of delegated powers by the Chief Executive in relation to the staffing and finance policies, governance and development of the Association, on behalf of Council. 3. To monitor, scrutinise and review all staffing matters within the limit of the approved budget that involve issues of general policy or areas of defined risk. 4. To monitor, scrutinise and review the financial and other resources of the Association, their use, management and governance. 5. To consider and endorse reports from the Chief Executive in relation to workforce, organisational development and finance issues and other relevant matters, as agreed. 6. To receive reports and recommendations from the Governance & Risk Committee including regular updates on the Risk Register which will be reviewed and recommended to Council 7. The Chair will agree the agenda for meetings with the Chief Executive two weeks prior to the agreed date of the next meeting.
Delegated Authority	<ol style="list-style-type: none"> 1. Establish temporary advisory groups and working parties from time to time. 2. Approve release of funding for investment against priorities in the business plan. 3. Make recommendations to Council about spend priorities outside the business plan, as necessary. 4. Take decisions on placement and transfer of monies in investment funds. 5. Approve additional staff posts within budget and to meet business plan priorities. 6. Recommend to Council cost of living salary increases annually. 7. Propose to Council subscription increases to Council annually. 8. Chair of F&OD may take Chair's action in exceptional circumstances which cannot wait for the next F&OD meeting for a decision or recommendation to Council. 9. Additional authority and powers as decided by Council from time to time.
Reporting to	BASW Council, at each meeting