

MISSION

To be a catalyst for girls empowering girls.

PURPOSE

To support and advise the Board on financial management and financial viability of GGC nationwide, including ensuring that all financial reporting requirements (internal and external) are being met.

RESPONSIBILITIES

- Review interim financial statements and make recommendations where appropriate.
- Review with Management changes to accounting policies, disclosures, practices, key estimates and judgments to determine whether they are fair, accurate and prudent.
- Review the annual audited financial statements of GGC with the external auditors and recommend their approval to the Board.
- Review the annual financial budgets for the National office and Provincial Councils and recommend them to the Board for approval.
- Periodically review the sufficiency of internal controls and any significant deviations from them with the Director of Finance, and the Chief Executive Officer.
- Review Nationwide financial management and provide strategic insight and guidance with respect to accounting policies, disclosures, practices and controls

REQUIREMENTS FOR POSITION

This role is especially suited to individuals who are looking to apply their skills and expertise to have an enduring impact on an important organization to Canadian society. We particularly invite individuals who are young women and representatives of Canada's diverse communities.

Applicants to this role should include individuals with CPA, CA; CPA, CMA; CPA, CGA; or CPA with experience and in one or more of the following areas:

- Auditing
- Internal Controls
- Budgets
- Investment planning
- Financial stewardship
- Risk Management and Compliance
- Financial and Governance Policies

TERM

This a three-year term. The time required to serve on this committee varies from approximately 5 to 10 hours per month. The committee conducts its business via email, and meetings are conducted via videoconference 3 times per year and up to one in-person meetings per year at the National Office in Toronto (temporarily remote due to COVID-19).

APPLY NOW

To apply complete the [National Volunter Application \(Adult\)](#) and attach your [cover letter](#) and [resume](#). The deadline to apply is **Friday October 8, 2021, 11:59 PT**. Only successful candidates will be contacted. For questions regarding this position, you may contact nominating2@girlguides.ca.

RESOURCES

TOR – Audit and Finance Committee

Audit & Finance Committee

Terms of Reference

Approved: November 21, 2015
Revision: June 2017; January 2018

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ACCOUNTABILITY

Board of Directors

RESPONSIBILITIES

1. Review all national-level documentation and recommend policy development or revisions, as appropriate, in regard to matters of financial management and financial viability, including asset protection, expenses, contracts with vendors, purchasing of goods and services, volunteer financial practices, and reporting and collection of revenues.
2. Review and recommend the annual national budget for the Board's approval, including the annual membership fee.
3. Report to the Board on whether legislative reporting requirements are being met and whether the recording of assets and liabilities is accurate and in accordance with generally accepted accounting principles and practices, per Bylaw 5.4.3.
4. Oversee and approve recommendations of the Portfolio Review Advisory Committee, which directs the investment of GGC monies, and in particular, review the performance of GGC's defined contribution pension plan.
5. Oversee any Board-approved advisory committee, work team or task force dealing with real property matters.
6. Oversee the Provincial Treasurers Committee, which provides consultation on financial matters impacting the operations of the Provincial Councils of GGC.
7. Review national and provincial level interim financial statements on a schedule directed by policy, and make recommendations where appropriate.
8. Review, with management changes to accounting policies, disclosures, practices, key estimates and judgements to determine whether they are fair, accurate and prudent.
9. Review, with management the identification and assessment of significant financial risks to GGC, in order to identify and monitor measures taken to control risk exposures within acceptable tolerance levels.



10. Review the annual audited financial statements of GGC with the external auditors and recommend their approval to the Board.
11. Review the independence and performance of the external auditors and annually recommend to the Board the appointment of the independent auditors, or approve any discharge of auditors where circumstances warrant.
12. Recommend for approval to the Board the annual audit fee, as well as any non-audit services to be provided by external auditors in excess of \$5,000, prior to work commencing.
13. Review compliance of the Provincial Councils with respect to the Compliance Checklist and report to the Board on an annual basis with any appropriate recommendations.
14. Review the annual financial budgets for the Provincial Councils and recommend them to the Board for approval, noting any budget(s) where qualification is required.
15. Provide financial expertise to other committees of the Board as requested.
16. Periodically review the sufficiency of internal controls and any significant deviations from them with the staff Director, and the Chief Executive Officer.
17. Carry out tasks as directed by the Board that relate to the financial well-being of GGC.
18. Comply with the *Fundamental Principles for all National Level Committees*.

Refer to DICA decision matrix for support and guidance on Decision-making, Implementation, and stakeholder Consultation and Advisement as appropriate.

MEMBERSHIP

- Director, Treasurer (Chair)
- The Chair shall select one committee member, who is not a Board Director, to be Vice-Chair to assist with committee management and workload.
- Six (6) to eight (8) committee members who will have expertise in the field of audit and/or financial management, at least three of whom will be Members of GGC.

STAFF SUPPORT (voice, no vote)

- Management staff as delegated by the Chief Executive Officer

TERM OF OFFICE

The Chair and any member of the Board will serve concurrently with her term on the Board. Non-Board members will be appointed for a term of three (3) years. A committee member's term may be extended for a one (1) year period, or for two (2) additional one (1) year terms, to a maximum of five (5) years. Extensions are at the discretion of the Chair of the Audit and Finance Committee.

