



**Christ
Church
Cathedral**
Dublin

The Cathedral of the Holy Trinity
Founded c.1030
Christ Church Cathedral
Christchurch Place,
D08 TF98, Ireland

Tel +353 (01) 677 8099
welcome@christchurch.ie
christchurchcathedral.ie

Terms of Reference

The Finance and Administration Committee

Introduction

This document sets out the roles and responsibilities of the Finance and Administration Committee (“the Committee”). It provides guidance on the Committee’s purpose, roles, responsibilities, operations, tenure and obligations.

Role of the Committee

The Committee is established to report to and advise the Board in relation to: the management of the Cathedral’s finances; the Cathedral’s compliance with financial reporting obligations; and, the management of risk.

Responsibilities of the Committee

- I. To oversee, on behalf of the Board, the financial affairs of the Cathedral including its financial resources.
- II. To recommend to the Board the Cathedral annual budget.
- III. To review the Cathedral Annual Financial Statements and make recommendations as necessary.

- IV. To ensure that the assets of the Cathedral are prudently managed and properly recorded.
- V. To review, on a monthly basis, with the exception of the months of August and December, the periodic management accounts of the Cathedral and make any necessary recommendations to Board.
- VI. To oversee the strategic planning of the Cathedral's finances in line with the organisational strategy.
- VII. To advise the Board in relation to matters or questions which arise in the area of financial governance.
- VIII. To liaise with other Committees of the Board as required and, where appropriate, to advise the Board, and other Committees of the Cathedral in relation to matters or questions which arise in the areas overseen by this Committee.
- IX. To monitor financial performance against budget on a monthly basis.
- X. To report to the Board on a regular basis on the actions of the Committee through the Chairperson.
- XI. In exceptional circumstances, when matters arise over the propriety with which the Board is conducting its business, to bring those matters to the attention of the Audit Committee.
- XII. To consider and review risks and the mitigating measures to be taken.
- XIII. To establish and maintain a risk register
- XIV. To review the insurance cover in place and make recommendations where deemed necessary to the Board.
- XV. To review and approve any proposed expenditure over €5000.00 not provided for in the annual budget.
- XVI. To review contract of employment templates and Senior Staff remuneration packages annually.
- XVII. To oversee any strategic HR decisions.
- XVIII. To recommend to the Board the appointment, re-appointment and dismissal of auditors and management accountants.

- XIX. To report to the Audit Committee as required by the Board or by that Committee.
- XX. To review the Terms of Reference of the Committee on an annual basis and make such recommendations to The Board in relation thereto as may be deemed appropriate.
- XXI. The Board may assign such additional functions and responsibilities to the Committee as it deems fit.

Powers of the Committee

Save as specified herein or as may be assigned by the Board, the Committee: advises the Board; exercises no delegated powers of the Board; does not administer budget nor expend monies; and, has no authority over staff.

The Committee shall, upon reasonable request, be entitled to receive or inspect any document or records system of the Cathedral, including any document of the Board.

The Committee shall, upon reasonable request, be entitled to require the attendance before it of any member of the Board, Chapter, Cathedral clergy, employees or contractors or other agents of the Cathedral.

The Committee shall, upon reasonable request, be entitled to ask questions in writing of the Board or any member thereof, the Chapter or any member thereof, any member of the Cathedral clergy, the Administrator or employees or contractors or other agents of the Cathedral, who shall provide answers to such questions.

Membership

The membership of the Committee shall be determined by the Board, save that the Committee will have the authority to co-opt additional members subject to the prior consent of the Board.

The Committee shall consist of the Chairperson and not fewer than two and not more than four other persons.

Members of the Committee shall be appointed for a term until the first Board meeting following the Triennial Elections, and are eligible for re-appointment once.

The Administrator and Management Accountant shall at the request of the Committee attend the meetings of the committee but are not members and have no voting rights.

Expertise

The Committee must have amongst its members a majority who have experience of finances, risk management or hr (and shall include at least one member with relevant financial reporting or accounting experience and at least one member having significant experience of governance of organisations with substantial budgets).

Chairperson

The position of Chairperson will be decided at the first Board meeting following the Triennial Elections and shall be appointed for a term until the first Board meeting following the next Triennial Elections, and is eligible for re-appointment as Chairperson or as a member of the Committee twice. Upon a vacancy, the Board shall appoint a Chairperson for the duration of the remaining term and such term shall not be taken into account in the calculation of any time limits.

The Chairperson shall be known as "*Honorary Treasurer*" of the Cathedral and shall have a right of attendance at the Board.

The Board may nominate another member of the Committee as deputy Chairperson.

In the absence of the Chairperson, a meeting of the Committee may appoint a chairperson for the duration of the meeting.

Operation of the Committee

The Committee shall meet as frequently as necessary and generally the Friday before every meeting of the Board of the Cathedral.

Following any meeting of the Committee, it shall report to the Board of the Cathedral.

The Committee Chairperson has the power to call a meeting.

Providing every member can be seen and heard and their vote registered, the Committee may meet in person, by telephone or by electronic means, or by any hybrid of the foregoing.

The agenda and copies of all Committee papers shall be sent to all members of the Committee, and to other attendees as appropriate, normally at least three working days before the meeting, unless otherwise agreed.

Not less than three Committee members, including the chairperson, are required to form a quorum. Where a minimum quorum is present, a unanimous decision shall be required.

The Committee shall appoint its own Secretary from amongst its members, who shall be responsible for minute taking.

The Cathedral Administrator may delegate administrative support to a staff member with the agreement of the Committee Chairperson.