

# Finance and Audit Committee

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The Finance and Audit Committee is a statutory committee of the Board and reports to the Board. The purpose of the Finance and Audit Committee is to assist the Board in fulfilling its oversight responsibilities of the College by reviewing and approving

operational and significant capital budgets,

interim and annual financial information,

external and internal audit reports,

systems of financial control which have been established by management, and

by recommending the auditors and approving related fees.

The Board will appoint the members of the Finance and Audit Committee, which will be comprised of no more than seven members including two non-board members with professional accounting

individuals are well informed and engaged in a culture of trust and respect, empowered to contribute freely, and participate in positive and robust interactions with their peers. This approach, together with alignment behind a clear mandate, strong values, coherent strategic priorities, and a commitment to continuous improvement, grounds the way in which committee meetings are conducted at the College.

These guidelines are also informed by agreements that extend beyond the College, notably the Declaration of Commitment to Cultural Safety and Humility, signed by all provincial health regulators in March 2017 that sets out a vital pledge to increase the level of cultural safety, humility, health literacy and relationship-based care to improve health outcomes for First Nations people. The College is committed to creating space that is safe, inclusive, and not intimidating to any individual.

Upon appointment to the committee, each member will receive an appointment letter from the registrar, which will include:

College email and temporary password instructions

Board governance policies for review and signature to be returned to the registrar's office:

- Conflict of Interest Policy
- Code of Conduct Policy
- Confidentiality Policy
- Committee Use of Electronic Communication Policy

Finance and CRA tax forms for review and completion to be returned to finance department:

- Board and Committee Personal Information Form
- Federal Personal Tax Credits Return Form
- British Columbia Personal Tax Credits Return Form
- Election to Stop Contributing to the Canada Pension Plan, or Revocation of a Prior Election Form

Board governance policies for review:

- Media Relations Policy
- Social Media Policy

Other documents for review:

- College Webmail User Guide
- Board and Committee Honoraria Policy and Rate Limits
- Travel and Business Expense Policy
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- Expense Management System User Guide for Board and Committees







If there have been any problems with the meeting, participants should provide feedback to staff as soon as possible so these can be addressed.

Management will ensure that any action items or communications are attended to following the meeting, consulting with the chair and vice-chair, where necessary. The chair will also follow up with participants separately after the meeting if a commitment to discuss matters offline was made.

Depending on the nature of the decision, staff may include a recommendation in a briefing note or other committee package material. Recommendations are never brought forward in isolation; previous discussions, analysis of strategic priorities, consideration of external factors, consultation with stakeholders, and previous committee discussions are considered.





Once a decision has been reached, the chair will call for a motion for resolution. Following any further discussion, the chair will ask the committee to indicate, usually by a show of hands, or verbal acknowledgment for participants attending remotely, acceptance of the resolution. For the sake of clarity, the chair will then restate the decision that has been approved, so it can be captured correctly for the minutes.

All motions must begin with the words "I move that..." and all resolutions recorded as "Resolved that..." and the lang (l)10.9 ( (e)-63g6 ( a)-0.7 (t (a)-0.6a)5.3 (t)J0.001 Tc 0.001002 T6 ( m)0.5 (u)2.9

