

## TESL CANADA BOARD – COMMITTEES

### Report on Terms of Reference

Start Date: September 2018      Finish Date: August 2019

Committee Name: Finance Committee

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#### Members

Chair: Anthony Caldwell

Caroline Payant, Judy Sillito, Paula Kristmanson (ex-officio)

Community Member: Brian Courtney

#### Mandate:

- To monitor the financial position of TESL Canada on an ongoing basis to ensure that the organization's finances align with the budget and any current business plan and/or strategic plan.
- To ensure that the financial reporting is accurate and transparent.

#### Goals and/or Objectives:

- Ensure that the financial record keeping aligns with the procedures outlined in the TESL Canada Financial Operations Manual.
- Check the financial position of the organization on a monthly basis when the financial statements are complete.
- Determine the best way to record the financial transactions related to the TESL Canada Journal.
- Continue to use QuickBooks Online to ensure improved monitoring of financials.
- Review and update the financial procedures in the TESL Canada Financial Operations Manual.

#### TESL Canada Finance Committee Terms of Reference 2018

- Work to return TESL Canada to a sound financial footing.

#### Membership Criteria:

- Members of the Finance Committee must be members of TESL Canada.

- The person designated to sign checks on behalf of TESL Canada must be a member of either the Finance Committee or the Executive Committee