



# International Federation for Emergency Medicine

## TERMS OF REFERENCE

### FINANCE COMMITTEE

#### 1. GENERAL

- 1.1 The Chair of the Finance Committee is the Honorary Treasurer of the International Federation for Emergency Medicine who is duly elected by its Board every two years.
- 1.2 Membership of the Committee is on a biennial basis. The Honorary Secretary will make a call for membership as per the IFEM regulations.

#### 2. MEETINGS

Meetings will be held at least annually in association with the meeting of the Board and at other times as the opportunity arises.

#### 3. BUSINESS

- 3.1 Develop a process for the management of the financial affairs of The International Federation for Emergency Medicine.
- 3.2 Arrange for the formation of such subcommittees or working parties deemed necessary by the IFEM Board or its Executive to assist in this process. The Chair of such subcommittees will be a member of the Committee and will report to the Committee.
- 3.3 Assist the Honorary Secretary or other members of the Executive to respond to correspondence addressed to the Federation in matters relevant to the financial affairs of the Federation.
- 3.4 Available to assist the Board and its Executive, Committees of the Board and any subcommittees or other groups designated by the Board, or Federation Administrative Officers in any matters related the financial affairs of the Federation.
- 3.5 Individuals co-opted by The Board to act as resource persons in relation to outside bodies on behalf of the Committee to report to The Board via the Committee.
- 3.6 To develop processes for revenue generation and growth for the organizations.

**4. REPORTING**

4.1 Chair to report to each meeting of the Executive.

4.2 Chair to report annually to the Board.

**4. COMMUNICATIONS**

4.1 Internal communications by members of the Committee will be via email.

4.2 External communications will be via the Chair of the Committee or via the Honorary Secretary on IFEM letterhead as a soft or hard copy.