

DCFA Operations and Finance Committee

DRAFT

Terms of Reference

Last Approval: First approval: February 2026

Next Review: 2029

Purpose	<p>From the Constitution and Bylaws of the DCFA as of November 2025 12.1.3 Operations and Finance Committee (OFC)</p> <p>The role of the OFC is to review the Association’s fiscal operations and office management policies and report to Executive Council.</p>
Mandate /Governance	<p>From the Constitution and Bylaws of the DCFA as of November 2025</p> <p>12.1.3 Operations and Finance Committee (OFC)</p>
Goals /Objectives	<p>Review the Association’s fiscal operations and office management policies with an eye to fiscal prudence. Report to Executive Council.</p>
Membership	<p>The OFC shall consist of the Secretary-Treasurer and a minimum of three (3) Association Members. Quorum shall consist of three (3) OFC members.</p> <p>There will be a call out for interested members before each AGM. Names will be submitted to the Secretary-Treasurer at least six weeks before the AGM. The list of names to be appointed to the Committee will be ratified by the General Membership at the AGM.</p>
Duties and Responsibilities	<p>Committee members will attend the meetings, and come prepared to offer insights into the financial operations. Review the monthly financial statements and assist in the preparation of the budget.</p>
Meetings	<p>The OFC shall meet at least four (4) times every calendar year. All meetings will be hybrid or online.</p>

Budget/resources	No dedicated budget.
Security	Discussions will be kept confidential. The minutes of the meetings will be kept securely in the office and in password protected computers.
Training	No special training is required.
Reporting	The Secretary-Treasurer shall call and chair OFC meetings. Minutes of all OFC meetings shall be reported to Executive Council and the Table Officer's Committee.
Review Schedule	Every three years.