

Budget Committee Terms of Reference

1. Name:

The name of this ETFO-WRTL committee shall be the Budget Committee.

2. Composition:

- a) The Budget Committee shall consist of President, First Vice-President/Treasurer, the two Associate Vice-Presidents and the Equity Rep.
- b) The chairperson shall be the First Vice-President/Treasurer.

3. Function and Role:

- a) The Budget Committee is responsible to and shall take direction from ETFO-WRTL Executive and/or Rep Council.
- b) Prepare and present a proposed budget and program outline to be approved by Executive prior to program implementation
- c) It shall be the responsibility of the Budget Committee to:
 - i) record and distribute minutes of the meeting to members of the Budget Committee and the president of ETFO-WRTL
 - ii) meet prior to the local Annual Meeting and Fall Business Meeting, to prepare and present the Local's proposed and final budgets.
 - iii) to seek recommendations from committee chairs

4. Duties of the Members:

- a) The duties of the chairperson shall include:
 - i) meeting with the President on a regular basis
 - ii) reporting regularly, to the Executive and Rep Council
 - iii) handling committee correspondence
 - iv) keeping records of expenditures and receipts relative to the Budget
 - v) ensuring that the ETFO-WRTL committee member mileage or equivalent be submitted to be charged to the Travel Expense budget line
- b) The duties of committee members shall include:
 - i) attending scheduled meetings of the Budget Committee
 - ii) notifying the chairperson of the Budget committee if unable to attend a meeting
 - iii) carrying out the functions as directed by the committee chairperson
 - iv) submitting mileage or equivalent by year-end

5. Meal Allocation:

- a) an allocation of \$15 per committee member is available to be put towards a committee year-end meeting that includes a meal. The committee may choose to pool the allocated amount at their discretion

6. Procedure for Resignation:

- a) All resignations shall be by letter to the chairperson of the Budget committee who will in turn forward the resignation to the ETFO-WRTL President.
- b) With the advice of the chairperson, Rep Council upon the recommendation of ETFO-WRTL executive, will decide on the advisability of appointing a new member to fill the vacancy and to complete the term of office of the resigning member.