



**Hamilton Community Legal Clinic**  
**Clinique juridique communautaire de Hamilton**  
**Finance Committee Terms of Reference**

**Review/Amendment dates:** Mar 2013, Feb 2017, Oct 2017

**Next scheduled review:** 2025

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### **Purpose**

The Hamilton Community Legal Clinic (HCLC/CJCH) is accountable to Legal Aid Ontario (LAO), members, and the community who seek assurance about the organization's underlying financial health, as are all non-profit organizations that receive public funds.

The mandate of the Finance Committee is to provide strategic oversight for financial reporting, audit process, and risk management, and ensuring due diligence and overall integrity of the Clinic's business operations are maintained.

### **Roles and Responsibilities**

- To review the adequacy and efficacy of the organization's internal control structure.
- To ensure proper allocation of funding, particularly as it applies to the Clinic's service delivery.
- To review any legal matters that could have a significant effect on the organization's financial operations.
- To review the work of the independent auditor, under the guidance of the Treasurer, including such tasks as:
  - recommending the appointment (or reappointment) of the independent auditor,
  - reviewing the independent auditor's fee arrangements,
  - reviewing the scope and the approach of the audit proposed by the independent auditor,
  - conducting a post audit review of the financial statements and audit findings (including any significant suggestions for improvements provided for management by the independent auditor),
  - reviewing the overall performance of the independent auditor, and,
  - performing other oversight functions as requested by the full Board of Directors.
- To regularly assess and advise the Board on various enterprise risks that may impact the Clinic, such as financial, process, legal, operational, and other related liabilities.

- To institute special investigations (if warranted) and, if appropriate, hire special counsel or experts to assist.

### **Accountability and Reporting**

The Finance Committee is accountable to the Board of Directors. It is critical that lines of communication be maintained with management and staff responsible for finances of the Clinic.

All recommendations shall be made to the Board at the next regular Board meeting of the Clinic.

Minutes will be taken at the meetings and filed in the appropriate place with the Board minutes, following approval by the committee and sharing with Board Members.

### **Timeline**

The Finance Committee is a Standing Committee of the Board and shall be constituted immediately following the AGM or within a month of the AGM.

### **Composition of Committee**

The Finance Committee shall comprise up to five (5) members, one of whom is the Treasurer of the Board and one of whom is the Chair of the Board.

The Treasurer of the Board shall Chair the Finance Committee.

### **Meetings**

The Finance Committee shall meet annually at least 30 days before the Annual General Meeting, after the receipt of the draft audited financial statements.

Other meetings shall be at the call of the Chair of the Committee or upon the request of three members of the Finance Committee.