



Everyone needs a home

Homes First Society Policy Committee Responsibilities

Finance & Audit Committee Responsibilities:

Budget Planning and Oversight:

- Ensure that there are processes in place for the development of an annual operating budget and capital budget;
- Review and recommend to the Board financial assumptions used to develop operating budget, capital budget, and strategic plan;
- Review and recommend to the Board the annual operating plan and budget, and the capital plan and budget;
- Review monthly financial performance and compare actual performance against budget;
- Review and recommend to the Board plans developed by management to address variances between budget and actual performance; and
- Monitor implementation of plans to address variances and report to the Board.

Long Term Planning:

- Review and recommend to the Board long term financial goals and long-term revenue and expense projections; and
- Review with management industry developments and legislative changes that may have an impact on financial resources or performance and report to the Board.

Asset Management:

- Ensure there are processes in place to manage the assets of the organization; and
- Review and make recommendations concerning material asset acquisitions not contemplated in the annual operating plan.

Financial Transactions:

- Review and make recommendations to the Board concerning banking arrangements; and
- Review and make recommendations to the Board regarding lines of credit and long-term debt.

Investments:

- Review and recommend to the Board the organization's investment policy; and
- Monitor investment performance for compliance with the investment policy.

Internal Controls and Risk Management:

- Oversee, review and make recommendations to the Board concerning management's risk management processes;
- Review and make recommendations concerning the adequacy of financial resources;
- Review and make recommendations concerning insurance coverage; identify unusual risks and oversee management's plan to address unusual or unanticipated risks and make recommendations to the Board; and
- Review and make recommendations concerning the quality and integrity of management's internal controls.

Audit:

- Recommend to the Board the auditors for appointment or re-appointment by the members at the annual general meeting;
- Review and make recommendations to the Board concerning auditor's remuneration;
- Meet with auditors to review proposed scope of audit;
- Approve auditor's engagement letter;
- Oversee performance of audit as required, including ensuring auditor is receiving the assistance of management;
- Review audited financial statements and auditor's report and make recommendations to the Board;
- Meet with auditors and receive and review recommendations with respect to management, accounting systems, and internal control issues;
- Review policies regarding financial operations, including internal controls;
- Review non-audit services provided by auditor and other factors that might compromise the auditor's independence and make recommendations to ensure auditor independence;
- Review management response to recommendations of auditor and report to the Board; and
- Oversee implementation of auditor's recommendations.

Other:

- Such other matters as may be referred by the Board, from time to time.

Board Governance & Nominating Committee Responsibilities:

Board Recruitment:

- Develop for approval by the Board a description of the skills, experience, and qualities of the Directors;
- Consider skills, experience, qualities, and diversity of current Directors to determine Board needs; and,
- Oversee Board recruitment and nomination process and recommend to the Board candidates for election at the annual meeting.

Board Education:

- Ensure a comprehensive orientation session is provided to all new Board members;
- Oversee Board education sessions to ensure Board receives periodic education on governance, industry issues, and the organization's operations.

Board Executive:

- Ensure succession planning for the office of Board Chair;
- Oversee and implement the Board's process for selecting a Board Chair and recommend an individual for election by the Board as Chair; and
- Make recommendations to the Board for other Board officers.

Evaluations:

- Establish and implement a program to evaluate Board, Committee, and Task Team performances including individual Director performance, as well as the performance of the Board, Committee, and Task Team Chairs;
- Consider the results of Board evaluations in connection with renewal of the terms of existing directions; and
- Review and make recommendation to the Board concerning Board, Committee, and Task Team composition, size, structures, policies and procedures, bylaw amendments, attendance, and other matters as may be required by the Board, from time to time.

Communications Committee Responsibilities:

- To review and provide input to Homes First's key messages and annual communications plan;
- To advise on Homes First's communications strategy and tactics; To ensure Homes First Communications policies (i.e., media relations, social media) and support materials (i.e., promotional products, style guide) are current and relevant;
- Review monthly Marketing/Communication Reports prepared by Homes First Communications staff and make recommendations on any areas of improvement;

- Provide communications consultation as required on an on-going and project specific basis including media relations, social media, marketing, and issues management recommendations;
- Provide media training consultation and support materials as required to ensure spokespersons are well equipped to perform media interviews, and that Homes First staff are aware of media relations policy and procedure;
- Conduct communications-focused post-mortem reviews following major fundraising initiatives to determine successes and areas of improvement, and to maintain a written record for succession purposes; and,
- Undertake other activities as may be authorized by the Board.

Executive Committee Responsibilities:

- Ensure that a strategic planning process is undertaken with Board involvement and eventual approval of the Board;
- Develop a process to oversee the performance and compensation of the CEO by:
 - Developing a position description for the CEO for approval by the Board;
 - Overseeing CEO recruitment, selection, and succession planning;
 - Reviewing and recommending to the Board the CEO's annual objectives;
 - Developing and conduct a process to review the performance by the CEO and report the results to the Board; and,
 - Recommending CEO compensation for approval by the Board.
- Oversee CEO's supervision of management and management succession plans;
- Develop and recommend to the Board, the Board's annual work plan;
- Provide advice and support to the Chair, CEO, and Committee and Task Team Chairs;
- Make decisions binding on the Board in situations where it is not possible or practical to call a Board meeting, or where the Board has authorized the Committee to act and report the decision at the next Board meeting; and
- Undertake other activities as may be authorized by the Board.

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- Created on June 13, 2017.
 - Approved by the HFS Governance and Nominating Committee on December 5, 2017; to be reviewed in 2022.
 - Approved by the HFS Board of Directors on December 5, 2017.
 - This Policy applies to the Homes First Society Board and Committees.