

# Dóchas Finance Working Group

## Terms of Reference – June 2014

### **Background**

The establishment of the Dóchas Finance Working Group was approved by the Board at its meeting June 12 2014.

### **Mission of this group**

The Dóchas Finance Working Group (DFWG) will promote best practice in the areas of Financial Management and Transparency.

### **Our principal objectives**

- Connecting and supporting member organisations to collaborate on creating solutions to finance challenges in the sector.
- Facilitating and maximising the exchange of ideas, knowledge and information within the member organisations.
- Understanding and representing the needs of the sector in matters which impact upon transparent, efficient and effective financial management.

### **Scope of this group**

The scope of DFWG (the Group) will be as determined by the Board of Dóchas (the Board), and in accordance with the annual plan drawn up by the working group and agreed with the Board.

### **Responsibility**

The DFWG is established by and responsible to the Board of Dóchas and, in between meetings, to the Director of Dóchas, but is encouraged to take initiatives and to make proposals as it sees fit. It should be clear that any proposal or project emanating from the Group is undertaken in the name of Dóchas in general rather than of the Group.

### **Annual Plan / Budget**

The DFWG is required to submit an annual plan and timetables to the Board for discussion and approval, and to cost any proposals, which are likely to involve expenditure.

As it is the intention of Dóchas to support the work of the Group, Dóchas will make some funds available annually for specific projects of the group. In addition, funding may also be made available for research projects.

### **Membership**

Membership of the Group is open to each Dóchas member agency. Member agencies are simply asked to notify the Dóchas secretariat in writing of the name (or names) of those they wish to represent them in the Working Group. The Dóchas secretariat will notify the Group's Chairperson and Secretary of new members to join the Group.

## **Membership Renewal**

A Mailing List Membership is also available to those who wish to keep in touch with the activities of the Group.

Each year, the Chair of the Group will write to each member organisation (of the Group) and will request confirmation of continued participation on behalf of that organisation. In the case of individual members, the Chair will, similarly write to the individuals.

## **Membership Responsibilities**

- Members of the Group are expected to:
  - Comply with the Terms of Reference of the Group.
  - Participate, where possible and applicable, in the Group's organised events.
  - Contribute appropriate expertise and information to the Group.
  - Actively participate, where possible and applicable, in the Group's meetings.
  - Act as representatives of their organisations, where applicable, representing the views, aims and objectives of the member organisations.
  - Feedback to their organisations on the work of the Group, where applicable.
  - Act at all times in an ethical, respectful manner.

## **Membership Voting**

Where a vote is needed, decision shall be by the Group's members on the basis of one vote for each agency participating in the Group.

## **Membership Contribution(s)**

From time to time, the Group may decide to seek a financial contribution from its members in order to further the workings of the Group. Such a contribution will be determined by the Group and may be in the form of a monetary payment or a payment-in-kind (such as resources, etc.).

Contributions will be made to, and administered by, the Dóchas office.

## **Term**

The Group is, in principle, established for three years, and this may be renewable subject to review by the Board

## **Officers**

The Group shall elect a Chair and Vice-Chair, and will also appoint a recording secretary at each meeting. Elections shall be by the Group's members on the basis of one vote for each agency. Elections shall be notified to and subject to ratification by the Dóchas Board.

Officers will rotate annually and available for re-election. No one person or organisation will serve in any officer role for more than three consecutive terms. On completion of a third consecutive term in any officer role, a member may not serve in any other officer role for a period of two years.

## **Reporting**

The Group will report orally to the Director who will keep the Board up to date on activities. Written reports on activities and outcomes will be submitted by the Chairperson in advance of the Dóchas Annual General Meeting and these will be incorporated into the overall Dóchas Annual Report, which will be circulated to all Dóchas members in advance of the AGM.

## **Attendance at meetings of the Board of Dóchas**

If the Chair of the Group is not already a member of the Board, s/he will, if and when required, attend meetings of the Board in a non-voting capacity. Alternatively, the group can be represented by its Vice-Chair.

## **Frequency of Meetings**

The Group will meet at least three times annually. The Chairperson of the Board may convene additional meetings during the year if required.

## **Communications**

In the interests of good communications, the Group will submit regular reports to the Dóchas secretariat for inclusion in the Dóchas member updates and website.

## **Sub-Committees, ad hoc groups**

The Group is free to appoint sub-committees and ad hoc groups as it sees fit, subject to consultation and approval by the Director of Dóchas (to ensure they can be properly serviced and that any expenditure implications are known, approved and incorporated in the overall workplan / budget of the Group).

## **Working Group Chairperson**

- Will represent the group to the Dóchas Director and Dóchas Board;
- Sets the tone for the Group's work;
- Ensures that Working Group members have the information needed to fulfil the aims of the Working Group;
- Oversees, plans and monitors the work of the Working Group;
- Serves as external contact point for the Working Group;
- Reports to the Board through the Director;
- Works closely with the Director and other Dóchas staff;
- Assigns work to the committee members, sets the agenda and runs the meetings, and ensures distribution of meeting minutes;
- Initiates and leads the Working Group's annual evaluation.

## **Working Group Vice-Chairperson**

- Performs Working Group Chairperson responsibilities when the Chairperson is not available.
- Performs other responsibilities as assigned by the Working Group members.