



**Terms of Reference  
Global Alliance of NGOs for Road Safety Board of Directors  
Finance Committee  
2024-2025**

**1. Purpose**

The purpose of the Finance Committee is to provide advice on the Global Alliance of NGOs for Road Safety financial management and oversight. This is related to the Alliance Strategic Plans 2023-2030s ambition to deliver on our impact goals and ambition by securing adequate and appropriate resources for the Alliance and ensuring effective and transparent financial management, controls, and reporting.

Have effective and transparent financial management and controls as well as annual audits and financial reporting

**2. Scope of work**

- 2.1 Advice on annual budgeting
- 2.2 Advice on annual audits
- 2.3 Advice on Alliance investment and insurance
- 2.4 Advice on specific donor financial reporting requirements to ensure transparent control
- 2.5 Advice on developing financial policies

**3. Membership, Composition and Chair**

- 3.1 The Committee shall have a minimum of three members, including at least one member from the Board of Directors, one member of the Alliance Secretariat and an Alliance community member with proven experience in financial management and controls. Additional committee members can be invited if they possess expertise on the purpose and scope of work of the committee. The board member or Alliance Secretariat member will serve as chair of the committee.
- 3.2 The composition of the Committee should strive for diversity that reflects the Alliance NGO community, including gender equity, but qualifications are of essence.
- 3.3 Recruitment of Committee members shall generally occur at the beginning of the establishment of the committee and will be appointed by the board member and secretariat.
- 3.4 Members of the committee will be selected based on relevant experience and background. Final approval rests with the Committee Chair.
- 3.5 Members of the Committee shall serve for the duration of the fulfillment of the scope of work.

#### **4. Member Obligations**

- 4.1 Committee members agree to respect the confidentiality under which Board discussions take place, and sign a 'Committee Member Code of Conduct'.
- 4.2 In addition to signing a 'Declaration of Personal Interest & Conflict of Interest', Committee members must avoid situations in which their personal interests are, or may be, or may be perceived to be, in conflict with the Alliance interests. Where a potential conflict of interest exists, it is the member's responsibility to notify the Committee chair of the circumstances so that the chair in consultation with the Board Chair can provide guidance and take action as determined.

#### **5. Quorum**

- 5.1 The quorum for the meeting shall be min 50%. All recommendations to the board from the Committee must be presented to the board for

#### **6. Frequency of meetings**

- 6.1 The full Committee will meet virtually. At the establishment of the Committee, the dates for the meetings will be established to allow moving the agenda forward as well as proper planning for Committee members.

#### **7. Committee Documentation**

- 7.1 Responsibility for developing a brief meeting summary will be determined at the first meeting. It will fall to the committee chair but a Committee secretary may be selected.
- 7.2 Circulation of a draft meeting summary to all committee members will occur within 1 week of a meeting. Members will have 48 hours to respond to drafts.
- 7.3 Meeting agendas and documentation will be emailed in advance of the meeting to all Committee members.

#### **8. Reporting to the Board of Directors**

- 8.1 The meeting summary will be presented to the board at quarterly board meetings the next meeting by the Committee chair.
- 8.2 The Committee chair is responsible for ensuring that all items brought forward to the Board for action/decision or review/discussion are presented to the Board.

#### **9. Review and approval**

- 9.1 The Board of Directors approved these Terms of Reference on 6 June 2024