



FINANCE AND INVESTMENT COMMITTEE (FIC)

TERMS OF REFERENCE

The Committee will be responsible for aligning the use of resources (financial, workforce and assets) with the strategic direction of the organisation and support the Board of Trustees in meeting its fiduciary duties.

Committee responsibilities

1. Receive and recommend to the Board of Trustees for approval all financial strategies and policies.
2. Scrutinise and recommend the annual budget to the Board of Trustees.
3. Review and receive assurance of financial forecasts proposed by the Director of Finance and Governance prior to consideration by the Board of Trustees.
4. Approve investment liquidations proposed by the Director of Finance and Governance to support operational cash flow.
5. Approve investment of surplus operational cash flow proposed by the Director of Finance and Governance.
6. Approve reinvestment of funds generated from the investment portfolio.
7. Consider and advise the Board of Trustees on the financial implications and any significant financial risks associated with significant investments, the materiality of which are outlined in the financial instructions of the Institution.
8. Recommend guidelines and principles to the Board for treasury and investment management, ensuring compliance with IOSH's ethical investment and credit rating policies.
9. Monitor investment portfolio performance and report performance to the Board of Trustees.
10. Ensure that competent and professional advice on investment matters is obtained.
11. Instruct the investment managers on behalf of the Board of Trustees.

12. Work with the Chief Executive and Director of Finance and Governance to appoint fund advisors and investment managers through a competitive process.
13. Ensure that meaningful and timely financial reports statements and updates are provided to the Board of Trustees.
14. Review and monitor the financial performance of IOSH, ISL and the Group as a whole.
15. Review medium term financial plans for IOSH, IOSH Services Ltd, and the group as a whole.
16. Consider, approve and evaluate significant investment appraisal proposals.
17. Consider and recommend the branch budget setting methodology to the Board of Trustees.
18. Oversee the financial position of IOSH Services Limited.
19. Review current investments and future investments, including the policy, risks, and performance of IOSH's funds.
20. Oversee and monitor the IOSH research budget.
21. Oversee and advise the Board of Trustees on any other relevant financial management strategy, policy and treasury matters.

General

22. Receive assurance that IOSH is compliant with its Policies and Business Rules relevant to the remit of the Committee.
23. Ensure that the risk management process is conducted as described by and in accordance with the IOSH Risk Policy within the areas of responsibility of the Committee and recommend mitigations to Senior Managers in the course of the business conducted.
24. Annually, review and agree the Committee's standing orders and work plan.
25. These Standing Orders should be read in conjunction with IOSH's Committee Guidance.

Reporting

26. The Committee will report as follows:

To the Board of Trustees

- Quarterly financial report
- Annual update report
- Other as required

Committee Membership

27. The membership of the Committee will be as follows:
 - a. Two Trustees (Chair and Vice-Chair – one of these must hold a professional financial qualification and must be present for the Committee to be quorate)
 - b. Three IOSH Members (not a member of IOSH Council, a Committee of Council (Nominations Committee), or the Presidential Team)
 - c. One Independent (external) Committee member with relevant expertise, for example a qualified accountant or an individual that has been operationally responsible for a material budget in a commercial organisation
28. One Council observer – a Council member nominated by Council to attend Committee meetings as an observer (non-voting).
29. The quorum will be three members of the Committee and should include the Trustee who holds a professional financial qualification and at least one of the IOSH members listed above in 25b.