



POLICY TITLE: ISNCC FINANCE COMMITTEE TERMS OF REFERENCE
DATE DRAFTED: OCTOBER 2008/UPDATED December 2020
DATE APPROVED BY BOARD OF DIRECTORS:

Purpose

To ensure current and future financial security and stability of the International Society of Nurses in Cancer Care (ISNCC), while maintaining the delivery of meaningful, culturally sensitive learning and professional development opportunities for members.

Objectives

Fiscal responsibilities:

- i. Monitor the income and expenditure of the society
- ii. Develop a budget to guide the work and priorities for the society
- iii. Coordinate the annual audit process with the ISNCC Head Office
- iv. Review the audit and make recommendations to the Board of Directors
- v. Analyse risk status of the financial position of the Society
- vi. Align financials with education and practice strategies based on ISNCC strategies and global needs

Reporting responsibilities:

- vii. Provide quarterly financial statements and annual financial performance report to the Board of Directors
- viii. Produce annual financial report for the membership
- ix. Coordinate submission of annual tax returns required for the society

Revenue generation:

- x. Plan and obtain financial support for ISNCC via fundraising and/or other activities
- xi. Contribute to strategies for enhancing revenue and to work with the ISNCC Head Office and Board members in implementing these strategies

375 West Fifth Avenue, Suite 201 | Vancouver, BC | Canada | V5Y 1J6



- xii. Support ethical fiscal practices within ISNCC, enabling the organization to complete its mission to lead the global nursing community to reduce the burden of cancer

Membership

Members include but not limited to the following:

- Treasurer (Chair)
- Past-Treasurer
- President-elect
- Two members of the board, one of whom is chair of the conference planning committee and one of whom is holds the Corporate and Philanthropic Development Portfolio
- President (ex-officio)

This Committee will report directly to the ISNCC board

Term of Office

Membership on the committee is consistent with the term of office of executive and board members. Terms of external advisors will be negotiated pending their acceptance to serve on this committee.

Frequency of Meetings

Quarterly, to coincide with meeting prior to board meetings