

## **4.12 The Club Expenses Sub-Committee – Terms of Reference**

### **General**

Set up by the Club Council, under Authority 6 of its Terms of Reference.

### **Composition**

- Club Treasurer.
- Three other members appointed by the Club Council.

### **Eligible for Attendance**

- Group Finance Director (in an advisory capacity).
- Executive and Secretarial support.

### **Notes**

- a) The Club Treasurer shall not have voting power on recommendations put forward by the Committee but may present a minority report to the Council where appropriate.
- b) A quorum for the Committee shall be three members, including the Club Treasurer.
- c) The Committee shall appoint a Chairman from among its number.
- d) The Committee shall meet as required, but at least every 12 months.

### **Responsibilities**

To make recommendations to the Club Council, based on relevant evidence, for the following,

- (a) the reimbursement of personal expenses to Club members engaged on Club business,
- (b) the permissibility of other expenses incurred in the management of Club business,
- (c) the provision of rewards to members of Club committees and panels, including members of the Club Council.

### **Authorities**

1. To provide recommendations to the Club Council.

### **Accountabilities**

2. To the Club Council.