

# London Mathematical Society

## Finance and General Purposes Committee

### Terms of Reference

#### 1. Constitution and Purpose

- 1.1 This is a Committee of Council.
- 1.2 This Committee shall recommend to Council the annual allocation of resources.
- 1.3 This Committee shall be responsible for ensuring the implementation of policies agreed by Council, unless they are specifically the responsibility of another Committee.
- 1.4 This Committee provides a forum for discussion and exchange of information among the elected Officers of the Society, with particular reference to matters affecting more than one area of activity, or matters which pertain to the remit of no other committee, and following such discussion it shall advise Council accordingly.

#### 2. Roles and responsibilities

- 2.1 The Finance and General Purposes Committee will have the following roles and responsibilities.

##### Finance

- 2.2 The Committee shall provide advice to Council on the Society's finances by:
  - i) monitoring, at least quarterly, the use of the Society's resources;
  - ii) recommending to Council the annual allocation of resources;
  - iii) approving adjustments and allocations in the use of resources within the strategy set by Council; and
  - iv) ensuring that Council is kept informed of financial matters.

##### General Purposes

- 2.3 The Committee shall:
  - i) ensure the implementation of policies agreed by Council, unless they are specifically the responsibility of another committee;
  - ii) discuss matters affecting more than one area of activity, or not in the remit of any other committee, and advise Council accordingly;
  - iii) when it is aware of any particularly complex and delicate issue to be faced by Council, for which no other Committee will be briefing Council, prepare background papers for Council giving relevant information and options; and
  - iv) act on such other matters as Council may from time to time delegate to it.

#### 3. Membership

- 3.1 The Committee shall consist of the Officers of the Society.
- 3.2 The President of the Society shall Chair the Committee.

3.3 The Committee will have the right to invite non-members to attend for specific discussions. Such guests will not have voting rights.

**4. Frequency and format of meetings**

4.1 The Committee shall meet as required in execution of its duties under section 2 above, although not normally more than 5 times per year, usually in De Morgan House. The Chair may call urgent meetings on specific issues if required.

4.2 Participation in meetings via video-conferencing or telephone-conferencing is acceptable on occasion.

4.3 Each Committee Member shall be expected to take an active role in electronic discussions.

**5. Attendance**

5.1 The following LMS staff shall normally attend Committee meetings: Executive Secretary, Head of Finance, Society Governance Officer, Head of Society Business.

5.2 The secretariat support for the Committee shall normally be provided by the Society Governance Officer.

Agreed by Council  
28 June 2019