

## **CSAM-SMCA Committee Terms of Reference**

### **Committee Name: Funding Committee**

#### **Purpose:**

The Funding Committee (FC) was convened on January 8, 2019 under the CSAM-SMCA bylaws. The committee was established to create a mechanism for and streamline providing limited sums of money to committees to perform their work, for ad hoc projects and for public requests without having to obtain approval at regularly scheduled Board of Directors meetings.

- a. The committee will receive and evaluate written requests for funding from the chair of each standing committee.
- b. The committee will receive and evaluate written requests for funding for ad hoc work or projects directed by the BOD, the CJA, members at large or from CSAM-SMCA members.
- c. The committee will receive and evaluate written requests for funding from the public.
- d. Funding requests cannot exceed 5000.00 (Can). Any request for an amount in excess of 5000.00 will be deferred to the BOD.
- e. Funding Committee's ability to dispense funds will be capped at 35,000.00 (Can) per fiscal year.
- f. Requests will be evaluated based their alignment with the current CSAM-SMCA Strategic Plan and Mission and Vision Statement.
- g. Requests that are likely to increase membership, notably from underrepresented groups, or raise the profile and influence of Addiction Medicine and CSAM-SMCA nationally and if possible, internationally will be given preference.

#### **Mandate:**

- a. The committee will receive and evaluate the above requests for funding, using the above-mentioned criteria as a guiding framework.
- b. The committee will determine the validity of requests in a timely manner.
- c. The committee will grant, modify, deny or request additional information for each request.
- d. The committee will act to save time at BOD meetings and manage dispensation of monies in a more timely and efficient manner.

#### **Membership:**

- a. Chair:
  - i. The Chair will be a Board member and appointed by the BOD.
  - ii. Must have at least one-year experience sitting on the BOD.
  - iii. The sitting Treasurer must sit on the committee.
  - iv. The Chair will call and chair meetings of the committee.
  - v. Designate another committee member to chair the committee in the Chair's absence.

vi. Report to the Board on the work of the committee.

**b. Membership:**

- i. The committee will be limited to full members of CSAM-SMCA who are in good standing.
- ii. A minimum of two CSAM-SMCA board members will sit on the committee at all times.
- iii. The number of members on the committee is variable but in the interests of efficiency should not exceed four.
- iv. Two-year term, which is renewable once, with the exception of the Treasurer.

**c. Decision Making:**

- i. Decisions to grant dispensation of funds will be by consensus. In the event that consensus cannot be reached the decision will be deferred to the BOD.
- ii. If a request for funding is received from a sitting member of the Committee that member will recuse themselves from the Committee for that particular funding decision.
- iii. In the circumstance a member recuses themselves, the Committee will make an email request to the BOD and the first respondent will sit as a Committee member for the funding request.

**Meeting Arrangements:**

- a. The committee will meet virtually on an ad hoc basis in response to funding requests.
- a. All requests for funding will be forwarded individually to each committee member.
- b. The chairperson will review the funding request and contact each member individually or arrange a conference call to discuss and determine outcome of the request.
- c. All committee members are required to provide an opinion on each funding request.
- d. The committee will meet in-person at the annual conference.

**Quorum:**

Quorum shall be a minimum three members of committee members present at a meeting.

**Minutes:**

The staff supporting the committee shall take minutes at the committee meetings and the minutes shall be approved at subsequent meetings. Minutes will be kept and stored in accordance with the organization's practice.

**Reporting:**

Oral reports to the Board of Directors will take place when requested by the CSAM President or the Committee Chair.

**a. Reporting:**

- i. The Committee chair reports in writing to the CSAM-SMCA Board of Directors or CSAM-SMCA Executive annually. The report will detail the date, amount and to who funds were provided as well as a brief summary explaining the rationale for providing the funds. In the event of a denial of funding, a report outlining the rationale for denial will be submitted to the board for review.
- ii. To the Executive Committee as necessary.

- b.** At the request of the BOD, the chairperson will present a yearly summary of committee activities to the CSAM-SMCA Annual General Meeting of members.
- c.** All requests for funding must be inclusive of spending and reporting metrics to provide proof of utilization of funds and return of unused funds.

TOR Approved by: CSAM Board of Directors

TOR Approval Date: Every 5 years – strategic planning cycle

TOR Reviewer: Member of CSAM-SMCA Executive Committee

TOR Review Date: Every 2 years – term sitting president