



FINANCE & ADMINISTRATION COMMITTEE

Terms of Reference

EFFECTIVE: October 1982
REVISED: September 2008
REVIEWED:
RELATED POLICIES: [4.1 Organization Structure](#)

PURPOSE

Support the mission and values of Northern Lights College (NLC) by striving to meet the following primary objectives based on core values of professionalism, integrity, personal responsibility, and service:

- Provide a prudent and forward thinking management of NLC's financial resources, human resources, and facilities and ancillary services
- Ensure that the day to day operations of the non instructional components of NLC comply with all legal, ethical, and functional responsibilities that have been set through legislation and/or Board Ends priorities
- Assist the learning/instructional components of NLC in accomplishing their objectives by maximizing the performance of their business operations
- Support the President in ensuring that the Board of Governors is able to govern NLC effectively
- Support the President in fulfilling Board Ends within the executive limitations
- Contribute and collaborate in the strategic direction for the College's infrastructure and support services
- Provide recommendations and participate in development of a 3-5 year strategic plan
- Lead the development and maintenance of common, cost effective administrative policies and procedures for NLC
- Review, advise, and ensure consistency of application of general administrative policies and procedures
- In consultation with other divisions, develop and recommend the College Support staff complement as a part of the overall College Budget preparation
- Develop and recommend operational policies related to finance, HR facilities, health and safety, and campus operations, including all ancillary services
- The Corporate Services Team will meet monthly on the day preceding the Admin Committee meeting (effective October 10, 2007). Additional meetings, if necessary, will be held via teleconference.
- The Confidential Secretary or alternate will document Anecdotal Minutes of meetings and distribute to all members and Admin Committee members.
- Meetings shall be chaired by VP Finance and Administration or designate.
- There will be an annual review of Terms of Reference

MEMBERSHIP

- Vice President Finance & Administration
- Confidential Secretary
- Campus Administrators
- Facilities Manager
- Financial Services Manager
- Ad Hoc Resource Persons, as necessary

GENERAL

- Initiate the development of new and improved approaches to administrative tasks and manage their implementation
- Facilitate the sharing of best practices across all campus areas
- Ensure optimum use of NLC's resources
- Ensure decisions are made in a timely manner
- Ensure appropriate distribution of administrative and staff resources across the region to meet NLC's business needs

FINANCIAL OPERATIONS

- Variance analysis to help all staff manage their respective areas of responsibility
- Custody of general ledger – financial reporting in accordance with GAAP
- To advise the College on all aspects of its finances, financial policies, and internal controls
- Internal control/audit mechanisms
- Systems and policies, financial reporting
- Safeguarding of assets including insurance

FACILITIES

- Provide infrastructure services
- Develop, recommend, and implement strategies, policies and practices to ensure buildings and equipment are maintained in good repair, and are safe and welcoming to the staff and public
- Recommend new construction, major renovations as part of development of strategic plan
- Plan, design and manage all of NLC's renovations and construction projects
- Make recommendations on disposal of assets
- Recommend policies and procedures for use of College resources and access to buildings and equipment