

Finance Special Interest Group Terms of Reference

Preamble

The Community Development Institute Initiative (CDII) established a Community Development Structure Steering Committee (CDSSC) to oversee the development of the CDII.

The CDSSC agreed to establish a Finance Sub Committee at its meeting on 27/10/2023 to explore opportunities for funding the initiative.

1. Purpose

The purpose of the Finance Special Interest Group is to lead, support and manage the acquisition and allocation of funds to enable to work of the Community Development Institute Initiative Steering Committee (CDIISC).

2. Responsibility

The Finance Special Interest Group instructions are given by the Community Development Institute Steering Committee.

It will report to the Steering Group, providing advice on the fund-raising initiatives and expenditure of funding.

The Finance Subcommittee will meet regularly to:

1. Seek donations to fund short term activities of the CDII.
2. Consider short-, medium- and long-term options for financial support to fund the activities of the CDII until a business model is implemented.
3. Develop and implement a business model to ensure the ongoing sustainability of the CDII.
4. Develop a financial decision-making framework for the SC's consideration that can assist the CDIISC to decide if proposed expenditure is 'in scope' of CDIISC business and an effective and efficient use of the funds.
5. Report regularly on the financial status of CDII.

3. Powers

The Finance Special Interest Group's direction and scope of work to be directed by the Steering Committee.

4. Membership

The CDSSC will appoint members to the Finance Subcommittee on an as needs basis. The Finance Special Interest Group (FSIG) can recommend relevant people to join the committee

[Finance Special Interest Group Purpose – adopted with amendments at Zoom meeting 23 March 2023 and 27 October 2023.](#)

to the CDSSC. The membership of the FSIG will vary depending on the tasks required of the committee.

Members 27 October 2023:

Trish Ferrier (convenor)

Morrie O'Connor

Richard Warner

6. Operations

The Finance Sub Committee will meet as needs and will be convened by a convenor to organise meetings, to chair the meetings and to report back to the CDIISC.

The Finance Special Interest Group will draft procedures required to support its operations.

6.0 Convenor

The Finance Special Interest Group (FSIG) will have a convenor responsible for bringing the group together and ensuring that reporting to the Steering Committee occurs.

7. Time Period

The Finance Special Interest Group's progress on its work will be reviewed in 12 months or earlier if required. The work of these terms of reference will be undertaken within 18 months of establishment.

Finance Special Interest Group's Procedures

1	Peter Westoby signs the MOU between the CD Institute Steering Committee (CDSII SC) and Australian Earth Laws Alliance (AELA) on behalf of the Steering Committee.
2	Consent of any two committee members is required to approve expenditure from the CDIISC account/funds and the consent of any two is required in writing (by email) to AELA.
3	The Convenor is the primary liaison person for transaction requests to AELA. Convenor to delegate this responsibility to another committee member when Convenor is unavailable.
4	If a person or organisation requires an invoice to donate to the CSII, Convenor (or nominated person) will liaise with AELA to request that an invoice be created and sent to the donor.
5	Proposals for the use of CDSIISC funds over \$200 AUD are brought to the SC for approval unless a project and its associated expenditure has been pre-approved and budgeted to specific cost centres and entities.
6	The Finance Special Interest Group may directly receive and approve requests from Steering Committee members for expenditure under \$200 AUD in total, for consumables and to support work of the Committee for which there is prior endorsement.
7	Donations to the CDSIISC will be allocated and spent in line with the Finance Special Interest Group policies and procedures. An external donation/donor can direct the use of their donation only if the directed use fits the purpose of the CD Institute Initiative.
9	Decisions to apply for grant and philanthropic funding will be taken by the CDIISC, including the scope and targeting of the project proposal. Any member of the SC, circle of friends and tasks groups may lead on the preparation of the funding proposal in line with SC guidance. At least one member of the Finance Special Interest group must review and endorse the proposal prior to submission.

Instructions from the Community Development Institute Initiative Steering Committee

CDIISC Instructions April 2023

Conversation to be initiated with Morrie O'Connor regarding shaping a Business Model for the Community Development Institute Initiative. Carmel Daveson and Peter Westoby are interested in the being involved in the

CDIISC Instructions July 2023

- The Steering Committee would like to see the Financial Group to put together an indicative budget considering the following priorities:
 1. Project and/or administrative resource worker.
 2. Platforms that ease and manage communications and information dissemination and capture eg: future upgrading of website.
 3. Graphic Design input and development of website and all material for distribution and publishing.
 4. Financial Support for facilitation and report write up of regional forums.

CDIISC instructions September 2023

- a) Process to be developed for invoicing people who donate to the CDII.
- b) Request for Finance Special Interest Group to meet before the next Steering Committee Meeting.
- c) Terms of Reference to be developed to shape purpose and direction.
- d) An indicative budget to be developed (Reference to item 5 of the Action Sheet)
- e) NED Meeting at CDQ Conference SESIG and Finance SIG to meet with NED representatives at the CDQ Conference to discuss funding application.