

Witness Name: Katherine Victoria Burt

Statement No: WITN6392001

Exhibits: WITN6392002 - WITN6392267

INFECTED BLOOD INQUIRY

WITN6392063

The Haemophilia Society

Terms of reference for Finance & Risk Committee

Name of Group	Finance & Risk (F&R)
Date Group set up	30 May 2021 (formerly the Resource Committee)
Purpose of Group	<p>F&R will assist the Board by providing analysis, advice and oversight of the organisation's ongoing finances and risk register.</p> <p>Lack of oversight of the organisation's finances could lead to insufficient funding to deliver services to members and the wider bleeding disorder community.</p> <p>The absence of regular monitoring of income, expenditure and risk could lead to a failure to attract grants and donations and loss of trust in THS causing significant budgetary underperformance and ultimately an inability to deliver services and significant risk to the future of THS.</p> <p>The Group aims to help the Board:</p> <ul style="list-style-type: none">• Provide financially based support and recommendations to the Board• Review and recommend financial policies and procedures.• Support and review The Risk Register.• Review quarterly financial results compared to budgets. <p>It is important that the trustees as a Board retain overall responsibility for all finance and risk related areas. Part of the role of F&R will be to assist the Board to seek external professional advice where appropriate. However, it is advisable to include members with finance and risk experience and/or qualifications where possible.</p>
Delegation and authority	F&R has delegated authority of the Board. Decisions and documents require ratification from the Board.
Membership and appointment	The following trustees will be F&R members: The Chair, Vice Chair and Treasurer and one other board member. The CEO, Head of Finance, Head of Income & Marketing and Head of Services & Public Affairs attend the meetings and provide updates on income, expenditure and The Risk Register
Meetings	Meetings by video call or face to face a minimum of one day before full board meetings.
Decision making	As per delegation and authority
Records	Written notes of meetings and calls are not considered necessary. Actions to be taken will be recorded together with documents prepared for and/or to be approved by the Board.

Reporting	Group will inform the Board of any action required from them and update the Board on key steps, progress and barriers as frequently as required at Board Meetings, by email or by other appropriate means.
Review	The Board will review the Group, including the relevance and value of its work and these terms of reference annually.
Duration of Group	The Group will continue until the Board decides otherwise following review as above.
Date of Board approval	30 June 2021
Date of last review	