

**Australian and New Zealand Bone and Mineral Society**

**Finance Committee Terms of Reference**

1. **Overview**
   1. The mission of the ANZBMS is to be the premier Australasian society in the field of bone and mineral metabolism through promoting excellence in bone and mineral research, fostering the integration of clinical and basic science, and facilitating the translation of our science to health care and clinical practice.
   2. The Finance Committee (FC) is a standing committee of the ANZBMS Council appointed by Council to assist it in the conduct of its business by providing advice to the ANZBMS Council both on the Society’s financial performance in the current year and the financial implication of any future plans.
   3. The FC may resolve not to take action on any matter appearing in its Terms of Reference, or excise any delegation from ANZBMS Council and refer a matter directly to Council for consideration.
2. **Detailed Purpose and Responsibilities of the Finance Committee** 
   1. At the request of ANZBMS Council to the FC will:
      1. Review and monitor the Society’s performance against financial targets established by Council, including Budget and/or Strategic Plan targets.
      2. Review and advise Council on the Society budget (including budgets of Annual Scientific Meetings) and annual financial statements.
      3. Review regular financial reports and, where appropriate, provide advice to Council on the implications of these.
      4. Consider and make appropriate recommendations to Council on any matters having significant financial impact on the Society.
      5. Advise Council on the short, medium and long term financial implications of the Society’s Plans.
      6. Advise Council in relation to:
3. The extent and adequacy of the ANZBMS insurance cover (at least annually)
4. Any external contracts in excess of $5000 requiring Council approval.
   * 1. Receive the annual reports and financial statements of the Society’s controlled and associated entities.
     2. Approve and monitor an investment policy for ANZBMS Members Funds.
     3. Exercise authority to it by Council.
     4. Consider all matters referred to it by Council or the ANZBMS President.
5. **Membership**
   1. The Finance Committee shall consist of five members made up the following:
      1. At least three members of Council members, one of whom is the ANZBMS Treasurer.
      2. Members of the Society with appropriate expertise and financial literacy.
      3. At the discretion of the Chair of the Committee up to two non-voting members may be co-opted who do not have Society membership to provide expertise on specific topics
      4. The ANZBMS President (ex officio), while not a member of the Committee, will have the right to attend all Finance Committee meetings as an observer.
   2. Members of the FC are appointed by Council for a two-year term and are eligible for reappointment for four terms.
   3. Members are expected to respond to all communications where a decision is required.
6. **Governance** 
   1. **Chair** The ANZBMS Treasurer will serve as Chair who will also be an *ex officio* member of the ANZBMS Council without voting rights.
   2. **Secretary** The ANZBMS Secretariat will be responsible for organising and recording the business of the meetings. The ANZBMS Secretary will also arrange circulation of minutes and action points with the approval of the Chair. In addition, the ANZBMS Secretariat will also provide secretarial support to the Chair in the ongoing business of the meeting.
   3. **Meetings** Meetings are held quarterly or as requested by the FC Chair. Such meetings may be i) face to face, ii) by telephone, iii) through on-line interfaces (e.g. Zoom), or iv) email discussion, or by a combination of these. Final decisions will be communicated by email to members prior to final reporting to the ANZBMS Council by the Chair.
   4. **Voting** If necessary, recommendations by the Committee shall be resolved by a majority of votes of the members of the FC. In the event of an equality of votes, the Chair of the meeting shall have a second or casting vote. Typically, such voting will be via written ballot.
   5. **Committee actions required between quarterly meetings** Committee actions required between quarterly meetings may be undertaken without a meeting using the email provisions for a full meeting and ratified at the next FC meeting to be filed with the minutes of the proceedings of that meeting.
   6. **Attendance** In addition to the members of the FC, Council members are invited to attend as observers. Advisers and other parties external to the ANZBMS Society may be invited by the Chair as a special guest attending in a non-voting capacity.
   7. **Minutes** Minutes of each quarterly meeting will be kept by the Secretary and signed off by the FC Chair.
      1. **Reporting** The Committee reports via the Chair, to ANZBMS Council in writing. Minutes of meetings are recorded and forwarded to the Council (including any items requiring a resolution or endorsement of Council) .
   8. **Quorum** Four voting members, which must include at least two appointed members of Council.
   9. **Adherence to standards:**
      1. All matters relating to the FC are confidential. Where confidentiality is breached by a member, membership of the FC will be discontinued.
      2. Where a member is operating outside the scope of these Terms of Reference, consideration will be given to discontinuing membership.
      3. Conflict of interest. Members with potential conflicts of interest relating to particular topics must reveal those to the FC and if necessary recuse themselves from discussion and advice.
      4. Under certain circumstances the FC Chair may advise ANZBMS Council that membership of the Committee should be revoked.
7. **Review** The role and function of the Committee and its members will be reviewed annually by ANZBMS Council and the Chair of the FC.

**Code of conduct for ANZBMS Council and Committees[[1]](#footnote-1)**

ANZBMS is committed to be productive and inclusive for all members and staff, regardless of age, ethnicity, race, gender identity or expression, sexual orientation, disabilities, religion, marital status, or any other reason unrelated to professional performance. We require all members of Council, all Committee members, and ANZBMS employees to abide by this Code of Conduct.

ANZBMS Council and committees are central to professional training and networking in our discipline. Consequently, they are an extension of the workplace environment. As such, all university, or institutional rules regarding appropriate behaviour apply in these contexts. The ANZBMS will not tolerate harassment of participants, or staff, in any form, nor will ANZBMS tolerate victimisation of complainants for reporting of misconduct.

Please follow these guidelines:

* All communication should be appropriate for a professional organisation including people of many different backgrounds.
* Sexist, racist, or exclusionary comments or jokes are not appropriate; this includes offensive comments or images related to gender, sexual orientation, disability, physical appearance, body size, race, or religion.
* Behaviour that is acceptable to one person may not be acceptable to another. Use discretion to ensure that words and actions communicate respect for others. This is especially important for those in positions of seniority, as those in more junior positions may be reluctant to express their objections or discomfort regarding unwelcome behaviour.
* Use ANZBMS property and money efficiently, carefully and honestly with due authorisation and without misappropriation
* Treat everyone with respect and courtesy and without discrimination or harassment. Harassment is repeated behaviour that is directed at an individual, or group, and is offensive, humiliating, intimidating or threatening. Harassment can include inappropriate physical contact, sexual attention or innuendo, deliberate intimidation, stalking, and photography or recording of an individual without consent.   
  Sexual Harassment is unlawful under the *Sex Discrimination Act 1984* (Cth).
* Conflicts of interest, whether personal or professional, should be declared at the start of any meeting of the Council or Committees.

Participants in ANZBMS Council and our Committees who are asked to stop any inappropriate behaviour are expected to comply immediately.

Council or Committee members violating this code of conduct may be asked to resign from the Council or Committee(s).

**Australian and New Zealand Bone and Mineral Society Equity, Diversity and Inclusion Policy**

In adherence to the ANZBMS Equity, Diversity and Inclusion Policy, this sub-committee will proactively reflect on and embed processes that ensure all responsibilities and activities promote and address equity, inclusion and diversity matters relevant to the sub-committee’s responsibilities.

1. *This code of conduct is based on the “London Code of Conduct” designed for the conference “Accurate Astrophysics. Correct Cosmology”, 2015, and on the American Association of Physical Anthropologists and the Society for Vertebrate Paleontology 2019 Codes of Conduct* [↑](#footnote-ref-1)