

Signature page		
Document name	Finance Committee Policy	
Department Concerned	Finance Department	
Owned by	Signature	Date of signature
Josef Wichelewski Finance Committee Chairperson		
Reviewed by	Signature	Date of signature
Daniela Filipescu Past President of the ESA		
Amaury van Kesteren Quality Manager		
Approved by	Signature	Date of signature
Zeev Goldik President of ESA, on behalf of the ESA Board of Directors		

Details		
Document Type	Committee Policy	
Document name	Finance	
Ref #	POL_FIN_01 finance committee policy	
Version and Approval date	V2.0 17NOV2016	
Effective from	01DEC2016	
Planned Review date	01DEC2019	
Superseded documents	Finance Committee policy v1.0	
Department concerned	Finance department	
Relevant regulations / legislation / guidelines / references	1* ESA By-Laws 2* SOP_ADM_01 activity reporting procedure 3* POL_FIN_02 reimbursement policy 4* POL_COI_01 conflict of interest policy	
Change History		
Date	Version	Change Details
19JUL2016	1.0	Original document formatted to the quality document template
01DEC2016	2.0	TOC update. Meeting minutes responsibilities clarified. ESA website reference added, budget due for June;

Table of Contents

1) Introduction, Purpose and Scope of the Committee	4
2) Activities of the Committee	4
3) Structure of the Committee	4
a. Positions	4
b. Voting Rights	5
c. Terms of Office	5
4) Appointment Process	5
5) Meetings	5
6) Reimbursement Policy	6
7) Conflicts of Interest	6
8) Appendices	6

1) Introduction, Purpose and Scope of the Committee

The mission of the Finance Committee is to:

- provide adequate supervision on the ESA financial and fixed assets;
- prepare the annual budget to be approved by the Board of Directors, Council and General Assembly;
- monitor the financial evolution of the ESA;
- monitor the application of corporate governance rules
- provide financial oversight to the Board of Directors on a regular basis.
- ensure the business model of the ESA (congresses, membership, research, education) is integrated in a financial sustainable way.

2) Activities of the Committee

The Committee will:

- monitor the evolution of income and expense statements vs. budget;
- oversee business contracts between third parties and the ESA;
- seek legal and fiscal advice in order to comply with local and international fiscal and tax regulations;
- make proposals to the Board of Directors in order to optimise the financial status of the ESA;
- report to the Board of Directors after each meeting, on the occasion of the next Board meeting.

The Chairperson of the Finance Committee reports to the Board of Directors. Written reports will be presented to the Board and Council twice a year (September and April) following the activity reporting procedure (ref. 2*). The template of the reports is attached (ADM_01_F2 template committee activities report).

The Chairperson is responsible for the content published on the ESA Finance Committee website page and updates sent as e-news to ESA members.

3) Structure of the Committee

a. Positions

The ESA Finance Committee consists of:

- Chair of the Committee (the ESA Treasurer)
- Members:
 - the ESA President
 - the ESA President-Elect or the ESA Immediate Past President
 - the Executive Manager
 - the Finance Manager

The Chair of the Finance Committee will get the management support of the ESA in order to carry out his/her responsibility.

Internal (i.e. other Board or Council members) or external consultants may be co-opted to the Finance Committee, if approved by the ESA Board of Directors.

The Chair of the Finance Committee, as well as all the Board Members, will be relieved of their liability in respect of the past financial year of the ESA, after approval of the accounts and budget during the General Assembly.

b. Voting Rights

The following members of the Finance Committee have voting rights:

- the Chair of the Committee (the ESA Treasurer)
- the ESA President
- the ESA President-Elect or the Immediate Past President

The Executive Manager and the Finance Manager have advisory and administrative roles. They do not have voting rights.

The co-opted members have advisory roles and do not have voting rights.

c. Terms of Office

The term of office of the Chair and Board Members of the Finance Committee is the term of office of the relevant ESA officer positions (Treasurer, President, President Elect) defined by the ESA By-Laws (ref. 1*).

The Immediate Past President will stay in the Finance Committee one year after his/her term as President.

The President Elect will join the Finance Committee in January of the next year after his/her election.

4) Appointment Process

The appointment process of the Finance Committee Chair and Members is described in the ESA By-Laws (ref 1*) under the relevant officer positions in the ESA Board (Treasurer, President, President Elect).

5) Meetings

The Committee will meet at least 4 times a year, as follows:

- 1 meeting will coincide with the annual closing meeting of the statutory auditor (with participation of the auditor)
- 1 meeting will be organised during Euroanaesthesia in May or June.

- other meetings will be organised in conjunction with Board meetings or by video or call conferences, as needed.

Standard committees' meetings procedures are followed, with agenda and minutes recorded (ref 2* and ADM_01_F1 template meeting minutes).

The minutes of each meeting of the Finance Committee are written and kept by the Finance Manager and are validated by the Chairperson of the Finance Committee after accepting amendments from participants to the meeting.

The final minutes shall be approved by the Finance Committee at its next meeting.

The minutes are the responsibility of the Chairperson.

6) Reimbursement Policy

Travel costs for Finance Committee members to attend Finance Committee related activities will be reimbursed according to the ESA Reimbursement Policy (ref. 3*).

7) Conflicts of Interest

Any person who sits in the Finance Committee should declare yearly the existence of any relationship or arrangement with a commercial company, direct or indirect, that could be reasonably considered to affect the content of their work in the Finance Committee. This includes, but is not limited to, factors such as financial relationships, advisory positions, receipt of grants/research supports, receipt of honoraria or consultation fees, participation in a company sponsored speaker's bureau, stock shareholder, and spouse/partner financial relationships with a commercial company.

Please refer to the Conflicts of Interest Policy (ref. 4*) and the COI form (COI_01_F1 COI disclosure form).

8) Appendices

ADM_01_F2 template committee activities report

ADM_01_F1 template meeting minutes

COI_01_F1 COI disclosure form