

Finance, Audit and Risk Management Committee Charter

Establishment:

The Directors of the Australian Association of Gerontology (AAG) and as corporate trustee of the Australian Association of Gerontology Research Trust (AAG Research Trust) have resolved to establish a Finance, Audit and Risk Management (FARM) committee. FARM’s role, specific duties, delegations of the Board and corporate trustee’s authority, composition, and methods of operation are set out in this Charter below.

Committee role:

The overall role of FARM is to assist the Directors of AAG and as corporate trustee of the AAG Research Trust to discharge its obligations in overseeing the operation and appropriateness of financial and non-financial controls in the organisation, financial reporting (both internal and external), and strategic and operational risks including non-compliance.

Specific Committee duties:

FARM will:

- Review the adequacy of the regular financial reporting to the Board.
- Review the appropriateness of the accounting policies adopted by the AAG and AAG Research Trust for both statutory and management financial reporting purposes.
- Consider the scope and adequacy of the external financial audit of the company and trust’s accounts.
- Oversee the risk identification and management processes by which it is ensured that the company and the AAG Research Trust manages risks and complies with all external legal and regulatory obligations.
- Review legal, regulatory and funding compliance and reporting.
- Provide a forum for discussion between the AAG directors, management and auditors.
- Review the company and the AAG Research Trust’s income and investments policies and identify opportunities for improvement.

FARM has no specific standing delegations of decision-making authority from either the Board or the corporate trustee under this Charter. The Board or the corporate trustee may delegate specific ad hoc decision-making authority on an as needs basis.

Committee membership and Chair:

FARM will consist of at least three Board Directors of AAG/ Trustees of the AAG Research Trust, and the option of one appointed non-Director/Trustee from outside the Board of Directors/ Trustees. The Chair of the FARM will be one of the Board of Directors/Trustees and will be appointed by the Board/Trustees. Proxy Directors/Trustees can attend where FARM Committee members are not available. Any Director/Trustee can attend FARM meetings as an observer. Neither the President of AAG nor the Chair of the Trustees will be the FARM Chair.

The CEO and Chief Financial Officer will be invited to attend meetings, as ex officio with no voting rights.

Quorum:

A quorum of FARM is half or more of the membership.

Meetings:

FARM will meet at least four times per year.

The CEO will co-ordinate with the Chair to organise meetings and ensure minutes are kept.

Minutes and reporting:

The draft minutes of each FARM meeting are to be provided to the Board prior to their next meeting. At Board meetings, the FARM Chair will review the key points of FARM meeting with Board and address any issues raised at these meeting.

Review:

This Charter will be reviewed by the AAG Board annually including committee membership.

Area	Effective Date	Last Review Date	Version	Responsibility	Next Review Date
Board	March 2016	Feb 2022	1.6	Board	Feb 2023