

BY-LAW NUMBER FIVE
RCEME CORPS FUND

TERMS OF REFERENCE FOR THE ADMINISTRATIVE COMMITTEE

GENERAL

1. This By-Law provides the Terms of Reference for the Administrative Committee of the RCEME Corps Fund.

TERM

2. Members of the Administrative Committee shall be members in good standing of the RCEME Corps Fund. The Chair, Secretary-Treasurer and Senior NCM member of the Administrative Committee will assume their duties on the Administrative Committee commensurate with their posting in to their positions at the RCEME School. The Junior NCM member should normally serve for a period of at least two years.

RESPONSIBILITIES OF THE ADMINISTRATIVE COMMITTEE

3. The Administrative Committee is responsible for discharging all administrative functions related to the operation of the Fund and undertaking projects as directed by the BOD. The specific responsibilities of the Administrative Committee are:
 - a. Maintain the master membership nominal roll;
 - b. Maintain the register of established LADs, together with their respective annual documentation remits;
 - c. Collect and administer dues and revenues, including the issue of tax receipts for donations;
 - d. Administer the Benefits to Members and Benefits to the Corps Community as described in By-Law Number One, including preparation of documentation, preparation of files, procurement of Membership Coins, Anniversary Pins and Loyalty Coins, etc;
 - e. Disburse funds as approved by the BOD;
 - f. Prepare an Annual Operating Budget for approval by the BOD;
 - g. Prepare financial statements and arrange for independent audit as required;
 - h. Raise and administer contracts entered into by the Fund;
 - i. Staff correspondence as required on behalf of the Fund;
 - j. Produce Minutes of meetings of the BOD and of the Administrative Committee; and
 - k. Together with the Corps Staff, maintain the RCEME Corps Fund webpages within the Official Corps of RCEME Website.

AUTHORITIES GRANTED TO THE ADMINISTRATIVE COMMITTEE

4. The Administrative Committee is authorized to conduct the following business of the Fund as a matter of course:
 - a. Approve requests to establish an LAD;
 - b. Approve requests for Loans, Grants and Emergency Funds in accordance with the Annual Operating Budget and the maximum outstanding loan amounts as prescribed by the BOD; and
 - c. Make routine banking and asset allocation decisions in the best interests of the Fund.