A. The Role of the SFC:
The role of the SFC is to support the Executive Committee (ExCom) and the International Board (IB) by providing a quality assurance function of the financial management of WILPF. In doing this it will:

- Receive from the International Treasurer and/or the Secretary General all proposals on the financial management of WILPF submitted to the ExCom.
- Review and investigate where
- Recommend to the ExCom on financial matters referred to it.
- Provide leadership to the financial risk assessment of WILPF.
- Receive auditors’ reports and if necessary liaise with auditors
- Liaise with staff when necessary, and make inquiries as it sees fit.
- Monitor and report to the ExCom on the financial management of WILPF, including internal controls.
- Ensure that recommendations of auditors are implemented.

B). Responsibilities of SFC
The responsibilities of the SFC, in fulfilling its roles, include:

- Developing new financial policies
- Develop three year programme of work for the improvement of the financial management of WILPF.
- Support the ExCom in its financial management role.
- Train and develop the financial management skills of ExCom members
- Regularly communicate with the ExCom to gain common understanding of WILPF’s financial matters.
- Brief ExCom where and when necessary.
- Diagnose financial problems and propose solutions, in consultation with staff and relevant members and advisors.
- Discuss financial issues facing WILPF.
- Advise the Secretary General on the financial management of WILPF.
- Receive auditors’ reports.
- Receive quarterly reports on the financial performance, cash flow and financial position of the offices.
- Receive quarterly budget reports, as well as annual budget reports and annual financial statements.
- Monitor and evaluate the financial management of WILPF, including the budget and the base costs of WILPF’s organisation.
- Liaise with and provide support to the relevant staff members responsible for financial management.
• Receive and confirm minutes of the prior SFC meeting.
• Provide leadership to the Fundraising Sub Committee and the Investment sub Committee and other sub Committees established by the SFC.
• Train the ExCom, IB, Staff and section treasurers on financial management of WILPF.

• End of April check and discuss quarterly reports.
• Beginning discuss the quarterly budgets and
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D). Timetable for Meetings.
• The SFC meets every month on the third Friday. Meetings start at 13.00 hours Geneva time.

• The SFC meets through the internet (Skype)
• The Secretary General appoints a staff member to assist at the SFC meetings.
• The staff member establishes the internet connection for the meeting.
• The Convener convenes the meeting, sends the agenda to the committee members, if possible not later than three days before the meeting

F). Annual Operating Budget (Expenses and Income).
• The SFC members establish a budget for the committee in order to be able to function and fulfill its role. In this budget their expenses are stated as well as the income that the committee generates.
• SFC Budget to be submitted to the Treasurer through the Secretary General in time for inclusion in the overall national budget.

G). Profile for Members of the SFC:
The skills required of the members of the SFC include:

LANGUAGE:
The working language in WILPF is English therefore fluency in English in speaking and writing is required. The knowledge of French and/or Spanish.

FINANCIAL MATTERS:
• A basic knowledge of audits, balance sheets, profit and loss sheets and other financial statements.
• Awareness of currency exchanges, as well as general banking conditions and insurances.
• General knowledge of Human resources (ex: staff benefits, payroll taxes, insurance and pension, etc.) is recommended.

FINANCIAL EXPERIENCE:
• Some practical financial activities in other national and/or international organisations. Knowledge of and skills in Not for Profit financing is advantageous.

ORGANISATIONAL EXPERIENCE:
• Previous executive work in a national and/or international Not for Profit organisation is very advantageous.
• WILPF sections are globally spread and therefore some experience in other national financial structures is useful.

**REACHABILITY:**

• Having access to internet is a must as well as access to Skype so that contact is possible with other members of the Standing Finance Committee and the Executive Committee.

**TIME:**

• Availability of time to spend on contact, meetings and work for approximately eight hours a month.
• Willing and able to travel to international WILPF meetings.

**FUNDRAISING:**

• Some experience in fundraising is advantageous as the “Fundraising Committee” is a subcommittee of the Standing Finance Committee.

**GENERAL:**

• Full WLPF membership in good standing.
• Having read the WILPF Constitution and By/laws as well as the Financial Manual concerning Standing Committees and Standing Finance Committee.
• Be up to date with all decisions made at the last WILPF congress 2015 and the international program adopted at that congress.
• SFC membership be supported by its National WILPF section or WILPF branch.

**H). Accountability of the SFC.**

• Members are accountable to the Convenor and each other for achieving its programme of work.
• The Convenor of the SFC is accountable to the ExCom, the IB and the Congress.