

TSDSI Finance Committee – Terms of Reference

(Draft for GC Approval)

Compiled/Submitted by

TSDSI Finance Committee

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Terms of Reference of the TSDSI GC Finance Sub-committee

Scope

This subcommittee is established to oversee the external TSDSI budgeting & Finance activities. This may include activities such as membership engagement strategy, Expense vs Income & Finance planning & monitoring activities, membership fees keeping in mind sustainability and tapering of progressive Government support.

Objectives

- Develop the TSDSI Finance strategy and plan to achieve desired goals such as Membership Base, Income generation through membership, grants, sponsorships & collaboration and Partnerships
- Give direction for:
 - Website - review and provide inputs on the content and relevancy of the Finance portions of the TSDSI web site
 - FAQs on Finance & membership aspects
- Budgeting and securing finances for TSDSI activities
- Timely and accurate budgeting, audits and oversights
- Establish SOPs for various activities

Composition

- The Committee Chair has been appointed by the GC.
- Members of the committee are selected by the GC on the recommendation of the committee Chair from representatives of the member organizations.
- Representatives of the TSDSI Secretariat shall participate in committee meetings.

Working Methods

- Sub-Committee meetings will be conducted electronically and in person as per requirement.
- Sub-Committee meetings will be held once every quarter to review status and progress of activities.
- The sub-committee will communicate and progress its activities via email, Whatsapp group and a shared document repository. An email group will be created for the same.
- The sub-committee will seek input from, provide guidance to, and report to the Governing Council.
- The sub-committee will define standard operating procedures for its activities and processes.