



**Cri du Chat Support Group Ltd.
Information – Friendship – Support**

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**Information and Induction Pack
for
Board of Directors and People Assisting the Group**

October 2023

Welcome to the Cri du Chat Support Group Ltd (CDCSG)

The group needs more person power to assist us running the group. This document aims to provide information on what you need to know if interested in becoming a Board Director and/or are elected to the Board. It is also designed to give members, their friends and associates an idea of the roles they can take to assist the group without being a director on the board. Everyone that contributes is a very important person in the structure and operation of Cri du Chat Support Group Ltd and we thank you being interested in contributing to our valuable charity.

This document should be read in conjunction with the Constitutional Rules of CDCSG which are available on our website <http://criduchat.org.au/> We value any feedback on how the document can be improved.

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Acknowledgement

The Cri du Chat Support Group (CDCSG) Ltd acknowledge the Traditional Owners and Custodians of the lands throughout Australia, and their continuing connection to land, water, and community. We pay our respects to their Elders past, present and emerging.

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1. A Brief History of the Cri du Chat Support Group (CDCSG)

The history of the group is taken from <https://criduchat.org.au/history/>

Early beginnings

At the time the group was formed, there was very limited knowledge amongst professionals about the CDC syndrome and no network to support parents and relatives. The little information that was available to professionals was highly inaccurate. For example, early textbooks cited that children with the syndrome generally were born with heart defects and were likely to have a very short life span. We now know this to be untrue however, parents at the time, and up until very recently were told that there was little that could be done, and that the prognosis was extremely poor. Evidence to the contrary is provided in the lived experience of our members.

In 1976 Margarette Christie and her daughter Mindy (born 1971) and Janet Ryan and her daughter Jacinta (born 1975) met briefly at the Krongold Centre at Monash University, one of the first early intervention centres in Melbourne. They lost touch and despite Janet going on TV to find Margarette and Mindy, they did not meet again until 1992 at the first family picnic.

The first Australian paper on Cri du Chat syndrome by a parent

Nine years later, whilst studying at Monash University, Margarette was working with Professor Stewart Sykes, the same person who had initially put her and Janet Ryan together at the Krongold Centre. He suggested she work on an article with him, a case study of Mindy's development, to get the message out to professionals that the syndrome was not necessarily as severe as the prevailing medical information indicated. This article was published in the Australian and New Zealand Journal of Developmental Disabilities in 1987 and highlighted the need for physicians, psychologists, other relevant professionals, teachers, and parents to be aware of the developmental potential of home-reared children with the Cri du Chat and pursue a positive approach to educational and future programming and placement.

After publication, a mother from Canberra contacted Margarette and desperate to meet up with another parent, flew with her young baby to Melbourne for the day, to meet and talk with Margarette. Thus, in 15 years, Margarette had only met two other parents and seen one other child with the syndrome. She was determined that when she could, she would do something to help other parents, to make sure they were better informed than she had been and able to meet each other and share their experiences and expertise.

Forming the support group

Early in 1992 the first two members of the group, Margarett Christie, and Wendy Craig, were both searching for other families with children with the syndrome. A caring worker responsible for disability services in the Victorian State Government put them in touch with others. A group of 6 families went onto organise a picnic at Melbourne Zoo in November 1992 and the initial steps were taken towards the founding of the support group.

The first group of 6 families were Margarett and her daughter Mindy (born 1971), Janet Ryan and her daughter Jacinta (born 1975), Sue Green and her son Julyen (born 1985), Belinda and Graham Harrison and their daughter Mikyla (born 1987), Linda and Kevin Bull and their daughter Sasha (born 1988) and Wendy (now deceased) and Roger Craig and their son Bradley (born 1989). These parents together with others such as Joyce and Trevor Pollard, Shauna and Karen Kerford and Stephen Donald continued to meet until August 1996 when the group successfully became incorporated in Victoria as the Cri du Chat Support Group of Australia Inc. and a registered charity with tax deductibility status. Archives of the minutes from those early times can be found at <https://criduchat.org.au/archive/minutes/>

Margarett Christie acted as National Coordinator and took a lead role in numerous functions. This included outreaching to parents in other states, organising and attending family days in Melbourne, Sydney, Adelaide, and Brisbane, distributing newsletters, speaking to parents, schools, community organisations, medical students and on radio also maintaining contact with families and organisations overseas. Our recording of these activities in newsletters from 1992 – 2009 can be found on our website at <https://criduchat.org.au/archive/newsletters/> Margarett retired from the Board in 2015.

Wendy Craig was secretary our up until her death in August 2020 and performed the essential work of organising members, conference registrations, mail-outs to hundreds of hospitals and doctors across Australia and handling the increasing number of parent contacts. See a tribute to Wendy on p.4 at <https://criduchat.org.au/wp/wp-content/uploads/2022/05/2022-CdC-magazine.pdf>

Margarett Christie, Wendy Craig, and Jan Ryan have been recognised by our Board as being Life Members for their contribution to the group for over 30 years.

2. Group Activities

The group achieves a great deal despite being a small company representing a rare disability. The following are some of the past and current activities of the CDCSG. Below flags where more work needs to be done as we have gaps in terms of person power in more fully implementing these activities. Areas which come under the Board activities are described in section 9 and we also require addition help in these areas without the person necessarily sitting on the Board. We invite you to offer to assist in any way you can.

2.1 Social Connection

- **Conferences.** The group first held a conference in 1999 having an information day at The Murdoch Institute at the Royal Children's Hospital and a family picnic at Melbourne Zoo. A second family information day was held at Westmead Hospital in Sydney. Professor Erik Niebuhr from Denmark was the guest speaker. He was one of the earliest researchers into the syndrome who discovered and described in his seminal 1978 research paper that CDC is an extremely variable condition ranging from very mild developmental delay to profound physical and intellectual disability and therefore stressing the need for early intervention to optimise outcomes for our children. Since 2012 we have tried to run a national conference and family weekend every two years. Obviously in recent times, Covid meant that we had to be creative and move to online to get together including having 'happy hours' to stay connected. Members are also very creative in organising fundraising activities in their state to support the conference.
- **Conference booklets and Magazine.** These are our modern-day newsletters as they include a range of contributions and updates from our membership. We greatly appreciate Hannah Gutke skills in taking the lead on both organising Queensland based conferences and compiling the magazines for conference regardless of where we meet nationally. See <https://criduchat.org.au/wp/wp-content/uploads/2022/05/2022-CdC-magazine.pdf>
- **Family get togethers.** On a state basis some members organise get togethers in the school holidays. Ideally, we would like a dedicated position in each state to be a contact for members. In Victoria Natalie Elder in particular, takes a lead role in organising these.
- **Birthday cards.** Birthday cards to all our members are sent out by snail mail every year. For some of our children/adults this may be the only card recognising their birthday that they

receive, and it is also an important way of staying connected with our group and ensuring that we have addresses up to date. We thank Natalie Elder for taking on this responsibility.

2.2 Social Media and Promotion

- **Website.** Our website <https://criduchat.org.au/> and data storage is ably maintained by Peter Albion (grandfather to Claire born 2010). We try to regularly upload new material on the syndrome, what is happening elsewhere in the world with other CDC groups and relevant disability related resources, but this really requires an additional dedicated position to seek out and filter information for Peter to upload on the website. Our family stories section for example also needs to be refreshed and kept current via a coordinating position in this area.
- **Facebook-** Australian and New Zealand Families. Our Facebook page is an excellent way for parents and those with CDC to share their achievements or to ask questions of others in our membership and draw on their lived experience. It is a particularly useful tool for welcoming new members. We thank Zoe Irwin for being the site administrator (with Hannah Gutke?) however would love to have an additional pair of hands with an interest in social media and publicity to support us. See <https://www.facebook.com/groups/193249824069090>

2.3 Education and Research

- **Educational seminars.** We have in the past run several successful seminars with Chris Oliver, Professor of Neurodevelopmental Disorders at University of Birmingham and the Cerebra network, a well-received learning series in conjunction with Illume learning funded by an anonymous donor and other occasional events e.g. see Jane Farrall's talk on Emergent Language in Disability on <https://criduchat.org.au/video-resources/>
- **Contributing to research.** The group promotes opportunities for our members to better understand CDC. Current opportunities we are promoting in the UK collaborative research group see <https://criduchat.org.au/beond-behavioural-and-emotional-outcomes-in-neurodevelopmental-disorders/> and in the USA with the Cri du Chat Research Foundation (CDCRF) see <https://www.criduchatresearch.org>
- **Annual CDC Awareness Day.** This occurs around the world on May 5 of each year where many of our members participate in wearing stripy socks to school and often all their friends, classmates, and teachers also do so to promote understanding of CDC.

- **Professional Information Kit.** Produced in conjunction with the Genetic Support Network of Victoria (Murdoch Children’s Research Institute), this has been found to be an extremely useful resource for parents to give those working with their children and to medical and allied health professionals. see <https://criduchat.org.au/wp/wp-content/uploads/2019/10/CdC-Support-Group-professional-brochure.pdf> It is due for an update as well developing further kits in the areas of Augmented Assisted Communication (AAC), challenging behaviours, etc .
- **Australian documentary on CdC.** In 1997, Helen McGrath (mother of Hanne, born 1990) our former parent liaison person in Sydney made a fantastic 45-minute documentary about our children, the syndrome and what it is like to be given this diagnosis for your child. Five families, whose Cri du Chat children were around 9 years old, were interviewed, and their children filmed at home and at school. The video showed the range of the spectrum in a positive way. It was sold all over the world, used in teaching situations in schools, hospitals, and universities, and used as a resource for teachers, researchers, and students for many years. It would be wonderful if we could do another more recent one of these. The documentary is available here, streamed from YouTube. See <https://www.youtube.com/watch?v=VGBvJgggnL0>

2.4 Advocacy and Liaison

- **Advocacy.** The Board is occasionally asked for individual letters of support which we supply on a case-by-case basis. We have recently formed a relationship and had productive discussions with Downs Syndrome Australia which has founding to support all syndrome groups in Queensland. See <https://www.downsyndrome.org.au/qld/> In the future we would like to have the person power to undertake further advocacy on areas such as the NDIS, the implementation of the Royal Commission into Disabilities recommendations etc for example and make further connections with other disability groups and organisations.

3. Legal Structure

The group was incorporated in August 1996 and operated under the Associations’ Incorporation Reform Act 2012 (Vic) (the Act) and operated under this legislation’s model rules. The group was also registered as a charity with tax deductibility status later in 1996.

In a special general meeting of the membership in March 2021, the membership voted to change the legal status of the CDCSG from an Incorporated Association registered in Victoria to a not-for-profit

public company limited by guarantee and was registered with the Australian Securities and Investment Commission (ASIC) from July 29, 2021.

The reasons for changing our constitution and becoming a company included:

- a) Representation and Succession Planning.** That unlike an Incorporated Association where the executive had to be comprised of Victorian members, the executive governance of the group in a company structure could be drawn from across Australia and New Zealand. This change would not only ensure that the group of more representative but also facilitate succession planning. The current executive with Sue Green as Chair, Natalie Elder as Secretary and Roger Craig as Treasurer have been in their respective positions since 2000, 2004 and 1999. This is a long time, and we need others to take up the executive helm. In the future, to ensure there are new members to the board, including those that may take up executive positions, our new company constitution puts a time limit on being a Director and Section 40.6 states that director who has held office for a continuous period of nine years or more may only be re-appointed or re-elected by a special resolution.
- b) Inclusion and drawing on the skills and experience of people in the networks of our membership.** Recognising the difficulties in recruiting new parents on to the board given the already significant demands of parenting a child/adult with a disability, the new constitution broadened the qualifications of the membership and who can be nominated and elected to the Board as a Director. In addition to parent, carer or relative of a person affected with Cri du Chat syndrome, Section 11 of the constitution- Qualifications of member ship include:
- A person affected with Cri du Chat syndrome,
 - A person who supports the purposes of the company is over 18 years of age and
 - In addition, the directors may decide to create other eligibility criteria or categories of membership with the same or differing rights, privileges, obligations, and restrictions.

It is noted that a person may be an individual or another group and this allows us to facilitate other disability related organisational representatives onto our Board.

4. Purpose of the Group

The Purpose of the CDCSG in the company constitution has not changed with our legal status. We did not want to change the wording in our purpose although it may appear old fashioned as we did not want to jeopardise our status as a charity.

Our purpose defines the legal mandate of CDCSG, what we want to achieve and how we will do it, acting as a guide for all our work. The CDCSG is legally bound to work within this stated purpose, and to ensure any funding or donations raised are used accordingly. All people nominating and being elected to the Board to need to agree to the statement of purpose(s).

Section 6 of the constitution outlines the following charitable purpose(s):

- a) To provide benevolent support to any member of the public who may have contact with persons having the Cri du Chat Syndrome, including parents, caregivers, family, and friends of persons with the Cri du Chat Syndrome and to educational and health care professionals, whether members of the association or not.
- b) To provide information on the Cri du Chat Syndrome to parents, caregivers, family, and friends of persons with the Cri du Chat Syndrome and to educational and health care professionals and all others of the general public who may have an interest in or contact with persons having the Cri du Chat Syndrome.
- c) To empower both parents and carers of persons with the Cri du Chat Syndrome and persons with the Cri du Chat Syndrome, whether members of the association or not, to act as advocates on their own behalf through information, education, and support.
- d) To promote the care, education, and welfare of persons with the Cri du Chat Syndrome whether members of the association for not.
- e) To represent and advocate for parents/carers and families of persons with the Cri du Chat Syndrome and persons with the Cri du Chat Syndrome whether members of the association or not.
- f) To strive for the recognition and observance of the human rights of those with the Cri du Chat Syndrome whether member of the association or not, and
- g) To do all other acts, deeds, matters and things of and incidental or conducive to the attainment of the above objectives.

5. CDCSG Governance

Board Director responsibilities are outlined in the CDCSG constitutional rules. All Directors should be familiar with the Rules, including our Purpose. All Company directors are required by law to apply for a director identification number (director ID). The Australian Business Registry Services (ABRS) is responsible for delivering the director ID initiative. See <http://abrs.gov.au/directorIDapply>

Section 38 of the constitution specifies that the company must have at least three directors. The maximum number of directors is to be fixed by the Board but must be no more than 12. The majority of directors appointed to the board at any time must be member directors, i.e., a parent, carer or relative of a person affected with Cri du Chat syndrome.

Currently all Directors are member directors, and the group is seeking to have include what is called in Section 38.5 of our constitution Independent Directors who are people who support our purposes and bring additional skills and experience to the Board.

6. Board Director Responsibilities

Under the Rules, Board members must exercise their powers and discharge their duties with reasonable care and diligence and act in good faith in the *best interest of the Company*.

The duties of Directors are outline in Section 48. The directors must comply with their duties as directors under legislation and common law (judge-made law), and with the duties described in governance standard 5 of the regulations made under the Australian Charities and Not-for-profits Commission (ACNC) Act 2012 which are:

- to exercise their powers and discharge their duties with the degree of care and diligence that a reasonable individual would exercise if they were a director of the company,
- to act in good faith in the best interests of the company and to further the charitable purpose(s) of the company,
- not to misuse their position as a director
- not to misuse information they gain in their role as a director,
- to disclose any perceived or actual material conflicts of interest,
- to ensure that the financial affairs of the company are managed responsibly, and
- not to allow the company to operate while it is insolvent.

There are specific responsibilities for the President of the Board and the office bearers of Secretary and Treasurer. The role of the President or Chair and the Secretary are specified in the constitution and those of the Treasurer are attached. We are currently seeking to fill the Treasurer's position.

7. Meetings

General meetings

The Board holds meetings every month except for the December period (i.e., 11 meetings a year) for one hour by video conference via zoom usually on the last Monday of the month or in person (e.g., at the AGM held at face-to-face conferences). Meetings are run on a tight schedule and generally don't go over the hour allotted.

There can be a minimum of 3 board members (which is required at law) and up to 12 directors. In 2023 we had 6 Directors who are all from the member category, with 5 of the 6 Board members from Victoria_- Sue Green, Natalie Elder, Roger Craig, Jason Duffy, Dan Heeps and Zoe Irwin. For further information on these directors see p. 3 of our 2022 magazine at <https://criduchat.org.au/wp/wp-content/uploads/2022/05/2022-CdC-magazine.pdf>

A quorum is required to enable decisions to be voted on at the meetings. A quorum is fifty percent of the Board, unless the directors decide otherwise, and where at least two are member directors. Each member's attendance is important not only for the quorum but also for the expertise each member contributes. The constitution in 41 (g) provides that if a director fails to attend three board meeting in a row without the consent of the directors, they will cease being a director. That is, more can be missed provided the director's consent.

During the period Directors are on the Board all Board members have a responsibility for the decisions made by the Board even if they did not attend the meeting where a decision was made.

Annual General Meetings

An Annual General Meeting (AGM) must be held at least once in each calendar year and no more than 5 months after the end of the financial year and normally occurs in October of each year. The quorum is the number of member directors on the board at the time the meeting is called plus 2. So, if for example there are five member directors on the Board then at a meeting of members (i.e., the AGM), seven members must be in attendance for the meeting to proceed.

8. Board Activities

The following comprise some of the key matters that the Board oversees.

a) Membership Surveys

Developing and circulating regular surveys of the membership, interpreting the results, and communicating these to members so that these can be fed into developing a strategic plan to meet the priority needs of members.

a) Risk Management

The Board is responsible for the oversight of risk management for the company. Many risks are managed through being clear about our role e.g., not giving professional advice and having insurance policies covering public liability and professional indemnity. Given the group was subject to a scam, ensuring the prevention of this occurring is a high priority in our financial and cyber security risk management as is access to pro bono legal advice when difficult matters arise.

b) Budgets and Monitoring

Monitoring the budget and expenditure occurs on a quarterly basis and more intensively during times of expenditure for example when running conference and educational activities.

Our sources of funding heavily rely on the membership and our supporters rather than government or philanthropic trusts. The latter two areas are ones we would like to further develop with extra person power.

CDCSG is a registered charity with deductible gift recipient status and tax concessions (i.e., GST exempt) with the Australian Charities and Not-for-profits Commission (ACNC) and has fundraising permission in Victoria, NSW, and Queensland. This allows us to fundraise to support our conference expenditure. However, this permission regularly needs to be renewed in accordance with the legislation of the State concerned. Organising the raffle for the 2023 conference highlighted that we need to further address the rules of fundraising given it is a complex and inconsistent area given each state having different requirements.

For the past few years, the CDCSG is fortunate to have the Cargo Club run charity golf days each year to raise funds for us and is our primary annual source of funding see <https://criduchat.org.au/2019-cri-du-chat-golf-day/>. We are indebted to Jason Duffy for engaging the Cargo Club's support of our group.

We are also fortunate that several of our members or people from members networks have made both general donations and those for specific activities for example the educational series we ran through Illume training. Other than this, the CDCSG has not proactively pursued income via deductible donations, however there is scope to broaden this area.

We have had limited government funding from the Department of Social Service's Disability Conference Initiative over a three-year period although we were unsuccessful for the 2023 conference. Attracting government and philanthropic funding is an underdeveloped area of our fundraising endeavours.

c) Policies

The Board is responsible for approval and oversight of policies related to governance issues of the organisation. Our privacy policy is outlines on the group's website see <https://criduchat.org.au/privacy-policy/> Many of our other policies such as member fundraising permission and approval require re-visiting and a range of new policies need to be proactively developed now that we are a company.

d) Delegations

For operational efficiency the Board can delegate authority to individuals, Committees and Board Members. One of the significant areas of delegation is the organising of our conference and state-wide get togethers as well as many of the other activities that were outlined in section 2. Members may request initiatives be supported and approved by the Board at any time.

e) Audit

Previously as an Incorporated Association, Victorian legislation required that annual financial statements were to be audited by a firm of registered auditor. As a company, the Australian Charities and Not-for-profits Commission (ACNC) has ruled that of June 2022 a small, registered company's such as ours with income under \$500,000 are exempt from the need to undertake an annual audit of account. As the CDCSG is exempt this necessitates that Directors ensure stringent oversight of our finances and expenditure.

f) Statutory Reporting

We lodge our financial statements and activities statement with ACNC and ASIC.

9. Further Reading and Information

The following resources are recommended for further information on both not for profit governance and company directors.

- The Institute of Community Directors - <https://communitydirectors.com.au/> has free membership and a range of resources, courses and information to support good governance
- “Governance for Good Guide” 2018. Australian Charities and Not-for-profits Commission- <https://www.acnc.gov.au/tools/guides/governance-for-good-acncs-guide-for-responsible-people>
- “Not-for-Profit Governance Principles.” 2019. Australian Institute of Company Directors. - <https://www.aicd.com.au/content/dam/aicd/pdf/tools-resources/nfp-governance-principles/06911-4-ADV-NFP-Governance-Principles-Report-A4-v11.pdf>

Appendix: Role description: Board Member and Treasurer (Voluntary)

Note: The description below was written for recruiting a new Treasurer and continues to apply. Future financial management arrangements are currently subject to Board discussion. For example, we are happy to negotiate that the treasurer plays an oversight role with the bookkeeper doing the data entry work on Zero and payments as long as there is 2 factor identification for the approval of outgoing payments.

The Board of the Cri du Chat Support Group Limited (CDCSG) is seeking to appoint a new Board member to fill the role of Treasurer. The Treasurer leads the financial oversight of the organisation and is a key member of the Executive Committee.

The Treasurer has oversight of the financial management of CDCSG, ensuring that the CDCSG is working within regulatory and legal frameworks and an agreed financial plan.

The Treasurer shares responsibility and decision-making with other members of the Board and it will therefore be an important part of the Treasurer's role to ensure that other Board members understand financial information that is being presented and the implications of this information.

A useful resource for considering this role is the publication Damn Good Advice for Treasures- 25 questions treasurers in the not-for-profit sector need to ask. See <https://www.ourcommunity.com.au/files/DamnGoodAdvice.pdf>

About Cri du Chat Support Group Limited.

The Cri du Chat Support Group Limited (CDCSG) supports families (parents, caregivers, family, and friends) of a child or adult living with Cri du Chat Syndrome. It also provides advocacy, awareness and education about Cri du Chat Syndrome to professionals and the general community across Australia and New Zealand. Currently, we have approximately 108 members.

For more information about Cri du Chat Syndrome and the work of our group, please see our website at www.criduchat.org.au.

Skills and experience

The Treasurer role is suitable for a person with accounting or bookkeeping experience. *Please note that this is a voluntary position.*

The successful Candidate will need to demonstrate a mix of the following skills and experience:

Essential:

- Support the purposes of the CDCSG and willingness to collaborate with the board in planning initiatives to implement these purposes within our strategic plan.
- Is prepared to have a Director ID with Australian Securities and Investments Commission (ASIC).
- A strong commitment to collaborative decision making.
- Capability and willingness to oversee the practical operational aspects of the group's finances, including influencing direction.
- Experience with current corporate governance reporting requirements, relevant to not-for-profit companies.
- Strategic planning, critical thinking and influencing skills.

- Experience using small business accounting software (the Group currently uses Xero and will a bookkeeper to assist and oversee use in this software).

Preferred:

- An understanding of and/or interest in the disability sector
- Prior experience on a non-profit board or regular provision of reports to a non-profit Board
- Chartered Accountant or CPA or recent membership of either body.

Meeting Obligations

- Attend monthly Board meetings via Zoom, usually on the last Monday of the month.
- Communicate with the President and Secretary as required in between meetings.

The detailed responsibilities of the position are provided on the next page.

If you wish to speak to someone about this role please email Dr Sue Green, President at info@criduchat.org.au and a time to discuss will be arranged.

Detailed responsibilities	CDCSG Limited Treasurer and Board member (voluntary)
Governance	<ul style="list-style-type: none"> • Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within Australian accounting standards. • Ensure that the Board maintains the degree of financial literacy necessary to conduct the business of CDCSG Limited • Advise the Board on matters of finance and ensure the Board understands its financial obligations • Identify and bring to the attention of the Board any areas of financial risk to CDCSG Limited • Ensure that appropriate financial policies and procedures are in place and fully documented • Ensure that a formal audit report is prepared each year and that the annual accounts of CDCSG Limited, are submitted to members at the Annual General Meeting.
Planning	<ul style="list-style-type: none"> • With the President, and in partnership with the Board oversee the production and regular review of CDCSG Limited’s Budget and Business Plan • Appraise the financial viability of plans, proposals and feasibility studies.
Meetings	<ul style="list-style-type: none"> • Report to the Board on a quarterly basis the CDCSG Limited’s financial situation, including variances from the approved budget, liaising with the President and Board Directors as appropriate
Financial Management	<p>Sign letters or documents on behalf of CDCSG Limited as required. With the President and Secretary, oversee the organisation’s investment strategy and report to the Board Liaise with the bookkeeper to ensure that:</p> <ul style="list-style-type: none"> • CDCSG Limited’s financial records are accurate, protected, backed up, and accessible • The organisation’s financial control procedures are efficient and that appropriate safeguards against fraud are in place • Risk management strategies (including appropriate insurances and cyber security procedures) are in place • The development and implementation of financial management policies and procedures • CDCSG Limited’s banking processes are appropriate Income and expenditure against the budget are monitored on a continuous basis • The organisation’s asset register is maintained. • The receipt of all money received by CDCSG Limited and the making of all payments authorised by CDCSG Limited is properly recorded.
Legal and regulatory	<ul style="list-style-type: none"> • Ensure CDCSG Limited complies with all financial regulations • Oversee the CDCSG Limited’s preparation and lodgement of returns with the relevant authorities • Oversee the CDCSG Limited’s fulfilment of the financial requirements of funding bodies and other contractual obligations.