



MALAWI ELECTORAL COMMISSION

**TERMS OF REFERENCE (TORs) FOR THE FINANCE AND ADMINISTRATION
COMMITTEE**

The Committee adopted the following TORs:

1. FREQUENCY OF MEETINGS

- 1.1 Committee meetings shall be held not less than four times in a year at such a time and place as the Chairperson may determine.
- 1.2 The Chairperson shall convene other meetings upon request by members of the Committee or by the Secretariat.

2. NOTICE OF THE MEETINGS

- 2.1 Meetings of the Committee shall be organized by the Secretary in consultation with the Chairperson.
- 2.2 Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with the agenda of items to be discussed, shall be forwarded to each member of the Committee and any other person required to attend the meeting not less than seven days before the date of the meeting.
- 2.3 Other meetings shall require shorter notice.

3. MINUTES OF THE MEETING

- 3.1 The Secretary shall minute the proceedings and resolutions of all meetings of the Committee, including recording names of those present and in attendance.

3.2 Minutes of the Committee meetings shall be circulated promptly to all members of the Committee.

4. DUTIES

The Committee shall be responsible and recommend to the Commission on the following:

- 4.1 The preparation of the Commission's annual budgets.
- 4.2 The maintenance of proper accounting records.
- 4.3 The preparation of statutory financial statements and their presentation to the Commission.
- 4.4 The investment and management of the Commission's funds.
- 4.5 The control of the expenditure authorized by the Commission.
- 4.6 The acquisition, maintenance and the disposal of the Commission's assets cost effectively.
- 4.7 The signing of the Commission's bank accounts.
- 4.8 The Establishment of the Commission from time to time.
- 4.9 The employment of all categories of staff required by the Commission.
- 4.10 The conduct of disciplinary and grievance proceedings for staff of the Commission.
- 4.11 The revision of the Commission's Conditions of Service.
- 4.12 Any other duties as the Commission may assign from time to time.