

Short Handbook for the GBIF Budget Committee

Introduction

This document is meant as a quick help to new Budget Committee members and will give a short overview of the duties and responsibilities of the GBIF Budget Committee. For more details and links to the GBIF governance documents please see the full Handbook for the GBIF Budget Committee at <http://demo.gbif.org/committee-handbooks>.

Role of the committee

The Budget Committee is an advisory committee that will deal with financial issues pertaining to the operations and directions of GBIF and will oversee the audit of the annual accounts submitted to the Governing Board by the selected auditing company. The committee will make recommendations to the Governing Board, the Executive Committee and the Secretariat.

All members have the responsibility to act at all times in the best interest of GBIF and the Governing Board. The Budget Committee will strive to work by consensus in drafting its advice and recommendations.

These are the main responsibilities of the Budget Committee:

- Review GBIF budgets and make recommendations to the Executive Committee and Governing Board
- Review the financial position of GBIF and provide forecasts to the Executive Committee
- Review the financial components of the Work Programme and present recommendations to the Executive Committee

Members

The Budget Committee consists of:

- 1 Chair (elected)
- 2 Vice-chairs (elected)
- Up to 5 appointed members
- 2 ex-officio members (Governing Board Chair and Executive Secretary)

Both the Budget Committee Chair and Vice-chairs will be elected from Voting Participants for a two-year term and may be elected for only two consecutive terms in the same position. The up to 5 appointed members are appointed by the Executive Committee based on the recommendation from the Budget Committee.

Meetings

The Budget Committee will normally meet at least once a year, in conjunction with the annual Governing Board meeting. The Budget Committee may also hold teleconferences as often as necessary, with a minimum of three teleconferences per year.

It is recommended that the Budget Committee meetings and teleconferences are coordinated to precede the meeting of the Executive Committee by approx. a week as the Budget Committee Chair can then report to the Executive Committee.

In order to have a quorum, a Budget Committee meeting has to include at least four members including the Chair. If the Chair is unable to attend, the Chair of the Governing Board must be notified in writing and the responsibility must be delegated to one of the Vice-chairs.

The GBIF Secretariat will provide administrative support in connection with meetings of the Budget Committee. This includes helping with drafting and sending out agenda and documents, setting up meeting room, minute-taking, etc.

The agenda and supporting documents should be sent out to the committee no later than one week before an agreed date of a Budget Committee meeting.

The Secretariat will keep a record of each meeting of the Budget Committee and will circulate the records to the committee members shortly after the meeting.

The Secretariat has created a secure web repository where the meeting agendas and supporting documents for each committee meeting can be found. Only current members of the committee will have access to the documents.

Funding

The Chair, Vice-chairs and members of the GBIF Budget Committee are not paid positions.

Whenever Budget Committee meetings are held in conjunction with the annual Governing Board meeting, the travel, hotel and per diem costs are to be paid by the Participant from which the committee members comes.

If the Budget Committee holds any intersessional meetings, the committee members' costs for participating in these meetings will be covered by the Secretariat.

According to the [GBIF Travel Guidelines](#) committee members that receive full or partial funding from GBIF must book their own travel and submit a travel reimbursement form no later than 3 months after the meeting.