**Executive and Finance:**

The Executive and Finance Committee is established under the Society’s By laws and consists of office-bearers plus other members of the Council if so resolved by the Council. It meets monthly except January and reports to Council. The President chairs the committee. The Executive Officer and Office Manager as book-keeper attend these meetings.

The Executive and Finance Committee’s role is:

1. To resolve policy issues concerning the operations of the RHSV that arise in between Council meetings, require detailed development at the request of Council or in advance of a Council meeting, are delegated to the Committee by Council, or otherwise in the opinion of the President require consideration by the Committee;
2. To provide a capacity for rapid response when required;
3. To provide an opportunity for more detailed consideration of the RHSVs finances than can be undertaken at Council;
4. To resolve key financial management issues including the level of subscriptions to be proposed to Council, whether major funding grant applications should be made, the circumstances under which reserve funds should be accumulated, applied or depleted, to overview monthly financial performance, and to develop the draft annual budget for consideration by Council;
5. To set personnel policy for the RHSV, including developing and recommending to Council the paid positions that are to be established, developing position descriptions for paid staff, to determine staff salaries and conditions, to ensure that regular performance reviews of the Executive Officer are undertaken by the President and of subordinate staff by the Executive Officer, and to determine and apply procedures for handling grievances within the framework set out by the RHSV Constitution;
6. To develop policies concerning the Society’s accommodation, both at the strategic level and in relation to steps needed for the safety of members, staff and visitors and the security and protection of the collection from environmental hazards;
7. To report to the Council as required by the Society’s By-Laws.