



Finance Working Group Terms of Reference 2025-26

This document specifies the remit and operation of the Working Group. It has been written in accordance with the BCA's Constitution and Manual of Operations. It has been reviewed by the BCA Executive and approved by the National Council on 23rd of July 2025.

(1) Purpose

- (a) To promote the interests of the British Caving Association, cavers, and the sport of caving, including exploratory and scientific endeavours.
- (b) To assist the BCA Treasurer in the maintenance and review of the BCA's financial affairs.
- (c) To review and authorise claims from Regional Caving Councils in accordance with the BCA's Funding of Regional Councils document.
- (d) To periodically review the BCA's Business Risk Assessment document.

(2) Membership

- (a) The group will be convened and chaired by the BCA Treasurer.
- (b) Members will be the BCA Treasurer and Regional Caving Council Treasurers.
- (c) The working group will endeavour to ensure the interests of the BCA's Constituent Bodies and Regional Caving Councils are sufficiently represented where necessary.
- (d) Membership should be reviewed on an annual basis.

(3) Accountability

- (a) The Working Group will report to the BCA's National Council via the BCA Treasurer.
- (b) The Working Group will minute its meetings and ensure these are published on the BCA website.
- (c) The Working Group's convenor will liaise with the BCA's Executive in the interim between National Council meetings.
- (d) Complaints will be dealt with as per the BCA's complaints procedure and if necessary, brought to National Council.

(4) Review

- (a) The Working group's operation will be reviewed annually at the National Council meeting following the Annual General Meeting and will consider, among other things, the verbal and written reports

National Council has received, as well as the report presented to the membership at the Annual General Meeting.

- (b) National Council may choose to review the working group at any time and amend these terms of reference and/or appoint a new officer to convene the group.

(5) Methods

- (a) The working group will hold official meetings at least thrice a year with regular discussions between members of the working group occurring in between.
- (b) The convening officer will prepare the agenda for these meetings.
- (c) Decisions will be made by the BCA Treasurer. Where there is significant disagreement, the issue shall be brought to the BCA National Council.
- (d) This section does not limit how the work is done, just how decisions are made.