ALBERTA MORTGAGE BROKERS ASSOCIATION

Audit, Finance & Risk Committee Terms of Reference

2026-2027 Committee Membership

Name	Company	Email
Renee Stribbell, Chair	Cutting Edge Lending	renee@yourmortgageneeds.ca
Leona Berreth	Indi Mortgage	hello@leonaberreth.ca
Jesse Bobrowski	Calvert	jesse@chmic.ca
Heather Bowie	Flare Mortgage	heather@flaremortgagegroup.com
Erica Fikkert	Radius Financial	erica.fikkert@radiusfinancial.ca
Lyndsey Krepela	TMG	lyndsey@mortgagegroup.com
Russ Mendonca	Bridgewater Bank	rmendonca@bridgewaterbank.ca

Purpose of the Committee

The Audit, Finance & Risk Committee will assist the Board of Directors in its oversight of the Association's financial affairs, financial planning, operational and capital budgeting, debt structure, debt financing, investment fund portfolio and any other financial matters involving the Association, in addition to overseeing risk management. The primary function of this committee is to ensure that the financial affairs of the Association are fiscally sound and reported accurately on a timely basis to the Board. Based on the board goals for a governing year, assist the Board in fulfilling its obligations and oversight responsibilities related to financial planning, audits, financial reporting, corporate controls, and risk management.

Committee Type

Standing Board Committee

Scope

Risk Identification & Management

- Successfully complete approved annual work plan (combined with Audit & Finance workplan).
- To review the status of any pending or potential legal action that may impact the Association.

- To review and report on any potential risks that may impact the association, including the following:
- Compliance Risk (i.e. the risk of fines and other regulatory penalties for such offences as failure to remit payroll deductions, violation of privacy laws, etc. Also, restrictions on the use of funds from donors and funding agencies)
- External Risk (i.e. the risk of becoming irrelevant, losing the support of public and funding sources, and facility to respond to economic, demographic and other trends)
- Financial Risk (i.e. the risk of fraud, financial failure, unsuccessful fundraising, and decisions based on inadequate or inaccurate information)
- Governance Risk (i.e. the risk of ineffective oversight and poor decision-making, inadequate response to emergencies)
- Information Technology Risk (i.e. the risk that the information technologies used in the organization may not provide depending service and accurate, secure information that is available when needed; loss/theft of information or inability to perform critical functions that depend on technology)
- Operational or Program Risk (i.e. the risk of failure of a project, poor service delivery, day-to-day crisis, and misuse or neglect of human capital and other resources)
- Reputational Risk (i.e. the risk of losing goodwill, status in the community, and the ability to raise funds and appeal to prospective volunteers through real or perceived misconduct)
- Strategic Risk (i.e. the risk of inappropriate or unrealistic programs and initiatives, and failure to keep the organization strong and relevant)

Audit & Finance

- Successfully complete approved annual work plan.
- Review, provide guidance and/or recommend to the Board of Directors for improvement on any and all financial planning strategies.
- To make recommendations to the Board of Directors regarding approval of the draft annual financial statements as provided by the approved auditors.
- Oversee the auditing process in liaison with the organization accountant.
- To make recommendations to the Board of Directors regarding approval of the draft operating budget on an annual basis.
- Provide oversight to internal controls and financial reporting as administered by the CEO.

- Ensure appropriate policies, procedures and financial management practices are in place and regularly reviewed.
- Foster an ethical culture of reporting, transparency and accountability.
- Review and analyze the monthly and quarterly financial reports as provided by the CEO.
- Monitor performance against the annual budget and strategy (expenditures and revenue).
- Recommend capital purchasing and investment strategies that support the sustainability of the organization.
- Recommend the Board adoption of the annual budget.
- Recommends to the Board signing of the annual financial statements.

Membership Structure

Up to 7 members comprised of at least 2 Directors and a minimum of 3 non-Director members. AMBA CEO is a non-voting member. The Treasurer of the Board of Directors is typically appointed Chair.

Subcommittees

Subcommittees may be formed to complete specific tasks/projects as needed.

Key Responsibilities

Subject to the duties and responsibilities of the Board, the Committee has the following responsibilities.

1) Ensure AMBA is meeting its' compliance requirements;
2) Awareness and reporting of existing, ongoing, or potential risks;
3) Oversee the annual financial audit process, including the recommendation to the Board of the annual appointment of the auditors.
4) Review and recommend to the Board the adoption of the audited annual financial statements.
5) Review and recommend Board approval of the annual operating budget.
6) Review and recommend approval Board approval of the quarterly financial statements.
7) Review AMBA's investment and reserve portfolios and make recommendations based on the Associations goals.

8) Receive and review financial, compliance, risk, and strategic priority reports from the CEO.
9) As delegated by the Board, review specific sections of the Governance Manual on a scheduled basis.
10) Provide recommendations and reports to the Board of Directors.

Duties

1) Attend scheduled meetings.
2) Attend the AGM.
3) Arrive on time and be prepared to participate.
4) Read any material received prior to the meeting including financial statements.
5) Accept your share of delegated work.

Accountability & Reporting

The committee is accountable and reports to the Board of Directors.

Meetings

Meetings will occur a minimum of 4 and a maximum of 8 times annually.

Membership Criteria

Must be a member in good standing OR have external expertise that cannot be easily found in a member.

Confidentiality

We encourage you to talk to your peers about topics being discussed. Often, we will ask you to gather feedback for certain topics and decisions. However, matters discussed in the Committee are deemed confidential until a decision has been made or an action item has been approved.

Term Limits

Maximum term limit is 4 consecutive years.

Average Time Commitment

- 8-16 hours per year (meetings only)
- 1-2 hours preparation pre-meeting

- Meetings are once per quarter

Voting

Business arising at any meeting of this committee shall be decided by a majority of votes. No Committee member shall be entitled to vote by proxy. The CEO does not have voting powers.

Quorum

A quorum of the committee in order to vote on any matter shall consist of more than 50% of the voting membership of the committee.

Measures of Success

- Member confidence in the responsible stewardship of the Association.
- Adoption of the annual operating budget by the Board of Directors.
- Successful mitigation of any identified potential risks.
- Ongoing compliance with regulatory requirements.
- Successful audit on an annual basis.

Benefits

- Job satisfaction through volunteerism.
- Fully informed of ongoing changes and risks to the industry and the Association.
- The opportunity to effect change in the association through policy recommendations.
- Gain a better understanding of how AMBA operates.
- Satisfaction of ensuring the overall good health of the Association.
- Stepping stone to Board of Directors and other industry-related positions available throughout Alberta and Canada.
- Networking and relationship-building.
- Increased financial and risk management skills.

Resources

Resources and support services will be provided through the office of the CEO.

Staff Liaison

Operations Specialist