MBCEA Finance Committee Charter

Authority

1. The Finance Committee is a committee of the MBCEA Members established pursuant to Article 10 of the MBCEA Bylaws.

Membership

1. The Finance Committee shall be comprised of the Treasurer (as the Committee chair) and other Directors appointed by the President as approved by the Executive Committee.
2. The Committee shall have at least five (5) members, which includes the chair of each committee. A vice-chair shall be appointed by the President upon recommendation by the Treasurer.

Operations

1. Meetings of the Committee may be called by either the Committee chair, vice-chair, or two (2) or more members of the Committee upon at least five (5) days' written notice of the place, date and time of such meeting.
2. The Committee will meet at such frequency as it may determine but shall meet at least quarterly per year. The chair of the Committee will preside over Committee meetings.
3. A majority of Committee members will constitute a quorum. Committee approvals will require a vote of a majority of the Committee members present at a meeting at which a quorum is present.
4. The Committee will report its activities to the Board and will keep minutes of its meetings, posted on Committee webpage.
5. The Executive Director will serve as the Committee's staff liaison.
6. The Committee will review this charter periodically and recommend any proposed changes to the Executive Committee.

Responsibilities

1. The Finance Committee shall report on the financial affairs, to include budget updates of each committee, of MBCEA to the Board at each regular meeting of the Board and submit recommendations thereon. It also will develop and recommend an annual budget for discussion and approval by the Board.
2. The Finance Committee shall assist the Board of Directors in fulfilling its oversight responsibilities related to all income types and expenses consistent with the board's long-term goals as laid out in the strategic plan, posted on Committee webpage.
3. The Finance Committee shall provide advice and counsel to the Board as it determines the amount of any membership dues adjustments to be paid by members.
4. The Finance Committee shall provide the Executive Committee with the current year's plan within 60 days of the calendar new year.