



# USASBE

## Finance Committee Charter

*Updated: September 2025*

USASBE is committed to fostering a positive, inclusive, and respectful environment for all members, volunteers, partners, sponsors and participants. **This Finance Committee Charter outlines the responsibilities, expectations and procedural needs of the committee.**

### **Purpose**

The USASBE Finance Committee (UFC) is a standing committee of the USASBE Board of Directors (Board). The primary purpose of the finance committee is to assist the board in ensuring the organization is operating in a financially sustainable manner by providing financial oversight for the organization and providing guidance for the organization's financial matters.

### **Structure and Membership**

- The Finance Committee shall consist of at least three (3) and no more than five (5) voting members. These committee members shall be appointed by the Board of Directors upon nomination by the Executive Committee. At least one of the Finance Committee members shall be a designated financial expert based on either education or requisite experience.
- The majority of the Finance Committee voting members shall be members of the Board. The other Finance Committee members shall be USASBE members who are not members of the Board.
- Members of the Finance Committee shall be appointed for two-year terms, to begin at the start of a Board year. Finance Committee members may serve a maximum of two consecutive terms. Assigned terms of Finance Committee members will be staggered so that all term expirations do not occur at the same time.
  - At the start of every fiscal year, HQ will ensure that terms of service for each committee/commission member are updated, documented, and communicated.
  - At the discretion of the Board, the Board Treasurer may be exempt from the term limits established by this charter
- The Treasurer of the USASBE Board shall be designated as the Finance Committee Chair, as required by the bylaws. The Finance Committee Chair will lead the committee and oversee committee meetings and activities.
- A commission Secretary will be selected by the commission membership at the first meeting of a Board year. The commission Secretary will ensure that accurate records of the commission meetings are kept.
- The Board may fill vacancies on the Finance Committee and may remove a member from the committee at any time without cause.
- Per the bylaws, the President/CEO and Chair of the Board are ex-officio on all committees and commissions. All ex-officio members need to be informed and

invited to all meetings and receive minutes from these meetings. Other HQ staff may be identified as required to serve as ex officio members on any commission/committee in place of, or in addition to, the President/CEO.

- Existing USASBE members must have been active members for at least 3 of the last 5 years in order to be eligible to serve on a committee or commission. New USASBE members must have been active for at least one full year before being eligible to serve on a committee or commission.

### **Authority and Responsibilities**

The Finance Committee shall assist the Board in fulfilling its monitoring and oversight responsibilities related to the financial activities of the organization. Specifically, the Finance Committee's oversight and guidance responsibilities include budgeting and financial planning; financial reporting; internal controls and accountability policies; and investment policies. The Finance Committee is responsible to advise and support the Board on financial best practices and will work collaboratively with the Board and the CEO to identify and address issues and opportunities related to financial activities of the organization.

Below are the details of the commission's scope of work:

- Advise and support the USASBE Board of Directors in its financial planning processes. Per the bylaws Article VI, Section 9B, the Committee is charged with reviewing the budgetary recommendations submitted by the President/Chief Executive Officer and Treasurer. The President/Chief Executive Officer shall submit budgetary recommendations not later than three months prior to the end of the then current fiscal year. The Finance Committee shall submit to the Board a recommended budget for endorsement. The Board shall adopt the budget for the ensuing fiscal year no later than thirty (30) days after the commencement of the fiscal year.
- Monitor that adequate funds are available for the activities of the organization by periodically reviewing operating cash flows, liquidity positions and performance compared to budget and projections.
- All committee members must respect and uphold confidentiality when dealing with privileged or sensitive matters and should exercise discretion in handling sensitive matters
- Abide by the USASBE Code of Ethics, Conflict of Interest Policy and other Governing Documents
- Facilitate and coordinate the exchange of resources and best practices
- Ensure the Board's review of the organization's strategy for long-term financial sustainability and development.
- Oversee the development of and conduct periodic reviews of the organization's fiscal and accountability policies and financial controls.
- Periodically review the organization's financial reports to ensure that the information being produced accurately reflects the financial performance of the organization.

- Establish an audit sub-committee and ensure that the audit sub-committee has full access to financial and related records, review the auditor's report and submit it to the Board. The audit sub-committee will not include the treasurer or USASBE staff, and needs to be primarily comprised of non-Finance Committee members.
- Oversee and advise on the organization's financial management capabilities and recommend developmental opportunities and best practices related to financial management.
- Review and approve the organization's investment policies, including investment objectives, strategy, reporting and performance; monitor the organization's investment performance and compliance with the organization's investment policies. Review and make recommendations to the Board regarding the establishment and termination of investment advisor relationships.
- Annually review and reassess the adequacy of this charter and recommend any proposed changes to the Board for approval.

## **Procedures and Administration**

- Meetings
  - At the formation of the committee or commission for each new fiscal year, the committee/commission shall work with HQ to set a meeting cadence for the year. HQ will then schedule all meetings through the approved USASBE meeting management system. Most committees and commissions will need to meet at least once per month throughout the year. Additional meetings may be added as deemed necessary.
  - Committee and Commission meetings will be governed by a quorum of at least half plus 1. It is important to note that a committee or commission can only vote to make a recommendation to the Board. They do not vote on specific policy creation. The Board will make final decisions after considering recommendations and other factors relevant to any decision.
  - The Committee/Commission Chair (or their designee), in collaboration with HQ, shall be responsible for adding agenda items into the approved meeting management system prior to each meeting. The Committee/Commission Secretary (or their designee) shall be responsible for keeping accurate and detailed minutes of each meeting in the approved meeting management system.
- Rules and Procedures
  - Per the bylaws, Article VI, Sections 6 and 7, the Finance Committee will be governed by the quorum. A majority of the whole committee shall constitute a quorum, and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.
  - The committee may adopt rules for its own governance not inconsistent with the USASBE bylaws or with rules adopted by the Board.
- Reports to the Board
  - Within 5 business days of each meeting, the Committee/Commission Secretary shall ensure that meeting minutes have been finalized in the meeting management system.

- Prior to any upcoming Board meeting, the Committee/Commission Chair will receive a request from HQ for a brief summary highlighting key discussions, outcomes, etc of the meeting for inclusion in monthly Board meeting documents.

*Thank you for supporting a respectful and inclusive community.*