

## *Finance Board Advisory Committee*

### **Draft 2017 Duties/Tasks:**

1. Oversee Budget Development: Provide oversight and accountability of budget development and review process (e.g. program review cycle, etc), and make recommendation to Board.
2. Conduct and Independent Audit quarterly meeting, to include risk assessment recommendations to Board.
3. Make a recommendation to the Board regarding the Compensation study.
4. Make a recommendation regarding how to pay for facility needs/priorities received from Facility Committee.

### **Draft Operational Guidelines:**

- Meet once per once a month for one hour
  - Before the regular [7pm](#) Board meeting for one, if Committee membership on other Board Committees permits, or at another time.
  - If more meetings are needed they could be treated as special meetings of the Board and have same requirements.
- Meet Quarterly with Jim Tenza with Dean, Dorton, to carry out the functions of the Board audit risk assessment committee.
- Provide Board and public notice of all meetings, to be held as Open Meetings.
- Have the Board to appoint Chair and Vice-Chair, which could be Board members and/or community members.
- Have management provide a staff liaison similar to old work groups.
- Have the Board appoint members who are broadly representative of the community.
- Dissolve the committee shall be automatically dissolved when its final report has been made, or permit termination at any time by vote of a majority vote of the Board.

### **Expectations:**

- Regular attendance of members at the monthly meeting
- Diligence to read the materials or accomplish assigned tasks between meetings.
- Committee Chair or Vice-chair to provide monthly committee report to Board.
- Present all recommendations shall be presented to the Board according to a Board agreed timeline.
- Recommendations shall be based on appropriate research and facts.