



# Finance Advisory Committee to the Board CHARTER

DRAFT 02-5-2018rev

## PURPOSE

The Finance Advisory Committee was formed with community stakeholders who hold deep understanding of financial practices to increase transparency and advise the Board on specific finance and budgeting matters identified by the Board.

## OBJECTIVES

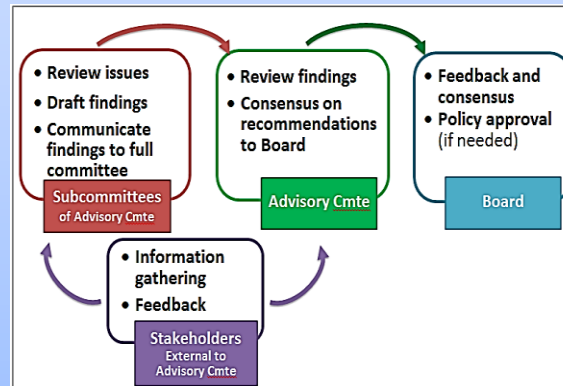
To provide recommendations to the Board grounded in research-based practices on processes to improve: (1) coherence in district funding practices, (2) alignment between district strategic vision goals and funding decisions, and (3) communication about district finance needs/rationale, expected impact, and any rules or constraints in clear, accessible language to the public. Recommendations on processes related to these issues will be presented in a final report to the Board.

## OPERATIONAL GUIDELINES AND EXPECTATIONS

Committee Members (Board-appointed Chair, co-Chair, and acting members and leadership-appointed liaison) are expected to: (1) meet monthly to review progress, and (2) develop meaningful recommendations to the Board relative to Committee objectives. Committee Chair is expected to: (1) schedule monthly meetings, (2) determine agendas in conjunction with Committee Members on items that help meet Committee objectives, and (3) submit a monthly report to the Board on Committee progress and any recommendations.

## DECISION MAKING PROCESSES

The Committee functions under a consensus model to identify priorities and come to agreements. Stakeholders external to the Committee can attend meetings and provide input but cannot participate in approving recommendations to Board. The figure depicts the flow of information and decisions to and from the Committee.



## BOARD POLICY 10.2 (in part):

### Advisory Committees to the Board

From time to time, the Board may appoint committees composed of citizens to advise the Board on specific matters. The Superintendent shall appoint District employees to serve on these committees as necessary. Such committees shall be ad hoc in nature and will serve at the pleasure of the Board.

In the event an advisory committee is appointed by the Board to advise it, the following principles shall prevail:

1. The Board shall appoint membership which is broadly representative of the community.
2. The duties, operational guidelines, and expectations of the committee shall be outlined at the time of formation of the committee.
3. The Board shall appoint the Chairperson and co-Chairperson.
4. Recommendations of the committee shall be based on appropriate research and facts.
5. All recommendations shall be submitted to the Board.
6. The committee shall be automatically dissolved when its final report has been made, or it can be terminated at any time by a majority vote of the Board.

Committees appointed by the Board shall comply with requirements of the Open Meetings Law.

## In Scope

## SCOPE OF WORK AND DUTIES

- Review and provide recommendations to the Board on district finance: (1) practices, (2) models and/or studies, and (3) processes for development of short- and long-term budgets developed by district leadership.
- ~~Review and provide quarterly recommendations to the Board on the progress and outcomes of a district-funded external auditor including risk assessment recommendations.~~
- Review and recommend cost options for facilities proposals received from the Facility Committee aligned with district short- and long-term strategic goals/priorities.
- Recommend potential finance-related policy changes to the Board with clear outcome-based rationale for why a new policy, or change in policy, should be considered.
- Develop a final report and submit to Board at the end of the Committee's tenure.

## Out of Scope

- Request changes to district practices, or provide formal recommendations, directly to district leadership without approval by Board.
- Establish subcommittees to execute work that: (1) is the primary responsibility of specific district staff/offices, (2) extends into domains of other Board advisory committees or Board standing committees, or (3) does not clearly align with the purpose and objectives of the Finance Advisory Committee.
- Take on long-term goals that extend beyond an advisory committee's targeted objectives.