

## **GREATER WEST BLOOMFIELD HISTORICAL SOCIETY FINANCE COMMITTEE CHARTER**

**Statement of Policy** - The Finance Committee is a designated Standing Committee of the Society's Board of Directors ("Board"). The role of the Finance Committee is to ensure that all major operating and strategic issues confronting the Society are evaluated against strong financial discipline, sound business judgment and in keeping with the mission of the Society.

The Committee will work with the Treasurer to prepare a rolling three-year budget and, in general, assist the board with Society financial operations.

The Committee will also monitor current and future-year capital allocations to ensure that the Society is using its capital resources in the most optimal way. This information will be used to ensure the level of capital spending and cash flow continues to reflect the relationships approved within the operating budget for the current year and the strategic plan for future years.

Finally, the Committee will have oversight as to the Society's investments and make recommendations relating to the investments as needed to the Board.

### **Membership –**

- *Size:* The Committee shall consist of not less than five (5) members and not more than seven (7) members, including the Chair, who shall be the Vice-President. Members will be appointed annually by the President. The Treasurer shall be a non-voting member of the Committee.
- *Qualifications for membership include:*
  - Independence with respect to any relationship that would interfere with the exercise of unbiased judgment as a committee member.
  - A broad community background combined with a reasonable understanding of the mission and goals of the Society.
  - Analytical reasoning abilities and skills in obtaining information through others.
  - Willingness to devote the time necessary to do the job.

### **Meetings –**

The Committee will meet a minimum of four (4) times annually and shall schedule additional meetings as deemed necessary by the Chair. A minimum of three (3) members shall constitute a quorum for the purpose of conducting business at any meeting of the Committee. The vote of a majority of the members present at a meeting at which a quorum is present shall be necessary for the Committee to act.

### **Duties and Responsibilities –**

The Committee is charged with the following duties and responsibilities:

- Review and approve for recommendation to the Board the Society’s three-year operating and capital budgets.
- Monitor actual financial performance against the budgeted plans on a quarterly basis and report findings to the Board.
- Review proposed updates to all strategic plans, including financial and capital spending projections, prior to submission to the Board.
- Review as required the long-term funding requests associated with the execution of strategic plans and recommend, as deemed necessary, the appropriate balance between capital spending and balance sheet/credit strength.
- Monitor all capital allocations for current and future years to ensure capital is being used optimally.
- Review and recommend to the Board approval or denial of the following:
  - Proposed budgeted capital expenditure requests.
  - Proposed non-budgeted capital expenditure requests.
  - Proposed leases and other financial contracts.
  - Proposed non-cash gifts.
  - Proposed real estate acquisitions.
- Recommend selection and discharge of all banking and brokerage relationships to the Board.
- Monitor the management of the Society’s investment funds.

- Review qualifications of investment consultant(s) and develop recommendations for selection of same to the Board.
- Develop investment policies and guidelines for the Society's investment funds and recommend same to Board for adoption.
- Recommend selection and discharge of investment managers to the Board.
- Monitor investment performance of investment managers against benchmarks for their asset class.
- Provide oversight of risk management and mitigation strategies that protect the Society from financial losses that may arise from general liability claims. This oversight shall include periodically reviewing all Society liability insurance coverage.
- Other duties and responsibilities as assigned by the Board.

Approved by the Board  
at its \_\_\_\_\_ Meeting