FINANCE COMMITTEE CHARGE

PURPOSE

The Finance Committee will counsel with the Executive Director on TSAE's annual budget and prepare recommendations for the Board of Directors, as well as auditor selection and audit review. The Committee may perform other duties related to TSAE finances as determined by the Board.

DESCRIPTION

The Finance Committee shall consist of members, all appointed by the Board Chair-Elect. The Committee shall consist of the Finance Officer serving as Chair, two (2) members of the Executive Committee (in addition to the Chair-Elect) and no more than four (4) at-large members.

In carrying out its responsibilities, consider how recommendations support broad member engagement, accessibility, and opportunities for participation across the Association, ensuring the committee's work embraces diverse perspectives, equitable opportunities, and inclusive practices.

RESPONSIBILITIES

1. Counsel with the Executive Director on TSAE's annual budget.
2. Policy development
3. Budget examination
4. Prepare financial recommendations for the Board of Directors.
5. Assist with auditor selection.
6. Assist with Form 990 and audit review.
7. Offer strategic insight.
8. Other duties related to TSAE finances as determined by the Board.

MEETINGS

The Finance Committee will hold meetings to review financial items – at a minimum once a quarter. Committee business may be conducted through virtual meetings or electronic communication when appropriate.

REPORTING

The committee is responsible for reporting to the TSAE Board of Directors with the assistance of and through the committee staff liaisons. The TSAE Board of Directors must approve action items requiring special funding.

ANTI-TRUST

Because of potential federal anti-trust violations, no committee/task force member is authorized to discuss supplier pricing, including menu prices, special event prices, etc., or to enter into contractual agreement on behalf of TSAE.

STAFF LIAISON

Executive Director