**Committee Charter**

**Committee Name:** Finance & Personnel Committee

**Purpose:**

The purpose of the Finance and Personnel Committee shall be to review, monitor, and direct the finances of the Association. The Committee shall research, vet, and recommend financial and personnel policies and procedures to the Executive Board. The Committee will review quarterly budget reports, personnel actions, and the annual audit report from the Association’s external audit firm.

**Authority:**

The Committee shall have the authority to receive and review the annual audit report and research and review recommend financial and personnel policies prior to acceptance by the Executive Board.

**Membership:**

Members shall include Active members expressing an interest in the financial direction of the Association’s business.

**Chairperson:**

The Committee shall be chaired by the Treasurer of the Association.

**Duties:**

* The Committee shall meet at least quarterly.
* The Committee shall review Association financial statements.
* The Committee shall work closely with Staff to prepare budgets.
* The Committee shall work with the Association’s audit firm to review the annual audit report.
* The committee shall research and recommend financial and personnel policies and procedures to the Executive Board.