

## **Finance Committee Charter**

### **[Approved December 2004]**

**I. Purpose:** The Finance Committee shall assist the Treasurer in: overseeing the Society's accounting and financial reporting processes to ensure the integrity of its financial statements; selecting Independent Accountants to perform the annual audit of the Society's financial statements and review their work; selecting Independent Investment Advisors for the Society and overseeing the management of the Society's investment and reserve funds by such advisors; overseeing the Society's compliance with legal and regulatory requirements as they may impact its financial statements; and overseeing all matters of financial management performed by the Executive Secretary on behalf of the Society.

The Executive Secretary shall be responsible for financial reporting, the integrity of accounting systems, and the preparation of budget documents and pro forma financial statements of the Society in conformity with accounting principles generally accepted in the United States of America. These statements may necessarily include some amounts based on the Executive Secretary's estimates and judgments. The Executive Secretary shall assist the Independent Accountants performing annual audits as necessary and appropriate, and promptly execute investment instructions provided by the Independent Investment Advisors as authorized by the Treasurer or the Finance Committee, as appropriate.

The Independent Accountants who perform the annual audit shall report to the Committee.

The Independent Investment Advisors shall be responsible for managing such funds as the SRA Council, the Treasurer or the Committee authorize and direct, including reserve funds; assist the Executive Secretary in cash management as directed by the Treasurer; and report to the Committee.

**II. Composition:** The Treasurer, Past Treasurer, Treasurer Elect, and Executive Secretary shall be members of the Committee. The Treasurer will serve as Chairperson. Additional members shall be appointed by the President. No member of the Committee may have a financial relationship with any other member of the SRA Council, the Executive Secretary, the Independent Accountants or the Independent Investment Advisors, or any firm with which they are employed. Committee decisions will be made by majority vote.

**III. Duties:** The Committee shall have the following duties:

- Select the Independent Accountants and Independent Investment Advisors.
- Review the Independent Accountants' annual audit plan, including scope, qualifications of staff and the general audit approach; the draft audit; provide recommendations to the Independent Accountants and the Executive Secretary, as appropriate; and authorize finalization of the audit.
- Review the Independent Investment Advisors' annual plan; monitor the execution of such plans to ensure adherence to the Society's Investment Policies; and provide reports and recommendations to the SRA Council.
- Secure additional financial management advice as appropriate and propose any recommended changes to the SRA Council for action.
- Develop financial conflict of interest guidelines for the Society and monitor adherence thereto.