

## **Finance Committee Roles and Responsibilities**

### Role/Responsibility

Assist Board of Directors in fulfilling its fiduciary responsibilities by overseeing investment portfolios, financial reporting, and public disclosure activities.

- Review and formulate overall investment policies of Foundation subject to approval by the Board.
- Review asset allocation, establish investment guidelines, and monitor management of portfolio for compliance with policies, guidelines and for meeting objectives over time.
- Oversee qualifications/performance of Investment Advisors.
- Review integrity of CFI financial statements.
- Oversee compliance with legal and regulatory requirements.
- Assess independent auditor qualifications and performance.

### Membership

The Board appoints Committee members. The Committee shall consist of at least 4 members, including at least one foundation director. The Committee Chair must be a foundation director.

### Reporting

The Committee Chair shall report directly to the Board at each scheduled Board Meeting, reviewing investment performance, financial statements, and grant budget projections.

### Finance Committee Member Traits

The Committee will always include members who possess skills in the disciplines of investment management, asset allocation, and accounting. In addition, some members should have experience with and understand the financial and accounting issues of charitable organizations. Other key characteristics of committee members include:

- Appreciation and understanding of the family's values and culture.
- Diversity is valued.
- Thoughtfulness and willingness to share his/her perspectives.
- Experience with nonprofits and/or foundations.
- Knowledge of fund accounting systems and internal control requirements.
- Ability to analyze and interpret financial statements, budgets, and budget projections.
- Knowledge of financial reporting requirements for pertinent regulatory agencies.
- Ability to work in a team and to delegate responsibility.
- Ability to develop methods or make recommendations of maintaining positive cash flow.

- Knowledge of and commitment to the purpose and programs of the organization.
- Knowledge of and skills in financial planning.

### Terms

Each Finance Committee member serves a three-year term. Independent (non-family) Finance Committee members may serve a maximum of two terms.