



FINANCE & ASSET MANAGEMENT

2019

Committee Charter

COMMITTEE MEMBERS

Chair	Theresa Jarvis
Members	Mary Murphy
Staff	Office Manager/Accountant; Executive Director (as necessary)
Meeting Frequency	Monthly Additional work may be completed by committee members outside of formal meetings, as coordinated by committee Chair
Committee Type	Standing
Reports To	Board of Directors

COMMITTEE CHARGE

The finance and asset management committee shall recommend financial policies to the Board, review the annual budget and all financial reports prepared by Association staff and/or accounting firms for approval by the Board of Directors. The chair of this Committee shall be the Treasurer.

Committee Responsibilities

Committee responsibility changes requires the approval of the Board of Directors.

COMMITTEE TASKS

#	Task	Due Date
1	Work with NARA staff to develop the proposed budget for 2020, IAW the NARA Budget Development Timeline.	10/31
2	Work with NARA staff to coordinate the annual financial audit/review and tax filings.	Ongoing
3	Review monthly financial documents and financial reports and present financial position at Board meetings.	Monthly
4	Monitor Association investments and make recommendations to the Board, as needed.	Annually
5	Review any pertinent policies and make recommendations regarding the financial viability/impact, as necessary.	As needed



QUARTERLY REPORTS

Please provide quarterly status updates to NARA staff using the online survey link provided to the Committee Chair(s) For additional assistance, please email admin@naralicensing.org. Please include progress updates for each of the listed tasks for the committee. Updates are due by the following dates:

January – March update due: 4/12/19	April – June update due: 7/12/19
July – September update due: 10/11/19	October – December update due: 12/13/19