



Finance Committee Charter

1. Purpose

To ensure the effective stewardship of the assets and effective financial operations of the Foundation, it is critical that we have an active Finance Committee. The purpose of this Committee is to monitor the Foundation's monthly financial performance, oversee the annual operating budget process, and recommend changes to financial policy in areas not specifically tasked to the Audit Committee or the Investment Committee. The Finance Committee will also perform such other functions as assigned in The San Antonio Area Foundation's bylaws or by its Board of Directors.

2. Membership

The Committee shall be composed of at least five (5) members, including the Foundation's Treasurer, a majority of which shall also be members of the Foundation's Board of Directors. The Chair of the Committee will be a member of the Board of Directors. If the Chair of the Board is not a member of the Finance Committee, the Chair may attend meetings and will have a vote at those meetings. At least one member of the committee shall hold the CPA designation.

3. Term of Service

Committee members serve a one year term and are appointed by the Chair of the Board.

4. Tasks, Roles, and Responsibilities

The primary role of the Finance Committee is to assist the Board of Directors in exercising its fiduciary responsibilities and providing guidance to the staff of the San Antonio Area Foundation. Specifically, the Finance Committee will:

- a. Review and recommend financial policies and practices with respect to financial risk assessment and management, including an operating reserve policy and insurance programs.
- b. Review financial aspects of the Foundation's business model to determine if it is operating in a sustainable manner.
- c. Recommend for Board approval officers & employees of the San Antonio Area Foundation who can execute documents and act on behalf of the Foundation in the ordinary course of business.
- d. Review and recommend, for approval by the full Board of Directors, the annual operating budget, including any necessary updates during the year.
- e. Review monthly and quarterly financial results, including:
 - i. consolidated and operating statements of financial activity
 - ii. key financial performance benchmarks that the Committee deems relevant.
- f. Review and provide guidance around any proposed mergers, acquisitions and divestitures.
- g. Annually review and make recommendations regarding changes to the charter.
- h. Recommend financial policies and advise on other finance matters, as delegated by the Board, not specifically handled by the Audit or Investment Committees.

5. Meetings

- a. The Finance Committee will typically meet bi-monthly in advance of the scheduled Board of Directors meetings to provide ongoing monitoring as to the Foundation's financial performance. Financial analyses will also be forwarded electronically to Finance Committee members during the months where no meeting is scheduled to keep the members informed throughout the year.
- b. The Finance Committee will meet as needed to review the annual operating budget prepared by the Finance Department before presentation to the Board of Directors.
- c. The Finance Committee will meet as needed to review and evaluate Finance Department issues.
- d. A work plan will be developed on an annual basis to guide the agendas for these meetings.
- e. Electronic and/or telephonic committee meetings are allowable and participation via such medium will count toward establishment of a quorum.