

APDT 2023 Finance Committee Charter

Operational Alignment: To review and analyze financial data, investment performance and the annual budgeting process.

Mission: To ensure that the association's financial viability, investment performance in relation to the investment policy and budget metrics are meeting performance expectations.

Purpose (Role):

1. To review monthly financial statements.
2. To review quarterly investment statements and related benchmarks.
3. To work with the CFO and Executive Director on preparing the annual budget for approval by the board of directors and to report the financial status of the organization to the board to enable the board to effectively discharge their fiduciary duties.

Deliverables: Reporting on quarterly financial statements, investment performance and budget metrics to the board of directors. Board Liaison is responsible to provide a written report each month to be included in the Board consent agenda.

Prerequisite Experience: Experience with financial statements, investment report analysis and developing budgets.

Resources: The committee will work with the following staff: APDT Executive Director and CFO. Communications will be via email, with one (1) conference call per quarter.

Authority/Limitations: Members of the committee are not official representatives of the APDT and cannot represent the APDT on a local, national, or international level without the prior written permission from the Board.

Number of Members: Secretary/Treasurer + Executive Director + CFO + other APDT staff and/or members with finance experience as appropriate

Chair/Board Liaison: Curtis Kelley, Secretary/Treasurer

Method of Task Force Member Selection: The Secretary/Treasurer of the Board of Directors shall serve as the Chair to the committee. If it is appropriate to add other APDT members to the committee, the Committee Chair will work with the Board Chair and the Board to appoint other members to the committee. Members of the committee are required to sign the APDT confidentiality and conflict of interest forms.

Accountability: The Chair and committee members are responsible to the Executive Director and the board of directors.

Frequency of Meetings: Conference calls will be held on a quarterly basis and may become more frequent leading up the preparation of the annual budget or at other times throughout the year when the chair deems necessary. Other work will be communicated electronically via email or through the online community.

Proposed Date: ASAP

Effective Date: January 1, 2023

Duration: 12 months

Community Group: 2023 Finance Committee