



CPAA FINANCE COMMITTEE – CHARTER

Purpose and Function

The purpose of the Finance Committee is to assure oversight of CPAA finances in furtherance of Cascade Pacific Action Alliance (CPAA) stated goals and objectives. The Finance Committee provides an important accountability role so CPAA fiscal systems run smoothly in accordance with funder requirements and with full transparency. Fund development tasks for the CPAA and are not within the scope of work for the Finance Committee.

The presence of a fully engaged Finance Committee means that the CPAA is committed to ongoing stewardship and is actively building and preserving the financial resources necessary to support the accomplishment of its mission, both for the short and the long term. The committee should be populated with individuals with backgrounds in finance, accounting, executive leadership and sustainability and be as cross-sectoral as possible.

Appointment, Terms and Meeting Frequency

The Finance Committee shall consist of three to five participants that shall serve one-year terms. There will be no term limits. The CPAA Board Treasurer is the chair of the Finance Committee.

Committee members are appointed by the CPAA Board once a year or more frequently, if needed to fill a vacancy. A CPAA board director may nominate committee members. Finance Committee members may include qualified non-CPAA Board Directors; however, at least 50% of the committee members must be CPAA Board Directors.

The Committee shall meet at least once per quarter.

Roles and Responsibilities

Chair Roles:

- Serve as the principal liaison between the committee and the CPAA Board;
- Work with CHOICE staff to set an agenda for each committee meeting;
- Ensure complete handouts and reports are prepared and sent to committee members in advance of Finance Committee meetings.

Finance Member Roles:

- Finance Committee participants shall make best efforts to attend all Finance Committee meetings;
- Participants shall monitor, review, and make recommendations about fiscal management issues to the CPAA Board. The scope of these duties shall include, but not be limited to:
 - Developing an annual operating budget for CPAA with CHOICE staff
 - Monitoring adherence to the budget, with reports provided no less than quarterly
 - Proposing long-range financial goals



- Developing multi-year operating budgets that integrate strategic plan objectives and initiatives with identified sustainability needs
- Assisting with identifying future and current financial risks
- Developing financial policies

Charter Changes

The CPAA Board may change this charter as needed. As a best practice, the CPAA Board will review this charter annually.

Adopted: 05/11/2017

Amended: _____