



ROLE

The Finance Committee's primary goal is to work to ensure that CareerSource Capital Region is in good financial health that its assets are protected and that resources are used appropriately and accounted for sufficiently. Through this effort, the Finance Committee will assist the CareerSource Capital Region board of directors in maintaining confidence and support that the resources available are used effectively and efficiently with utmost accountability.

MEMBERSHIP

Pursuant to Article IX, Section F of the bylaws of Big Bend Jobs & Education Council, Inc. D/B/A CareerSource Capital Region, the Finance Committee is composed of no less than (5) and no more than (7) members of the board of directors. The Treasurer of the Board shall serve as the Chair of the Finance Committee. Members shall serve on the committee at the discretion of the board and members appointed to the committee shall have the background necessary to perform its duties.

MEETINGS

The Finance Committee meets quarterly prior to the Executive Committee and Board meetings. Additional or emergency meetings may be conducted at the request of the Board chair or the Finance Committee chair. Minutes of all meetings shall be recorded. Members are expected to attend each committee meeting, in person or via telephone. Meeting agendas and action items shall be prepared prior to every meeting and provided to committee member's five (5) business days before the scheduled meeting. The committee may act only on the affirmative vote of a majority of the members or by unanimous consent. Voting may be accomplished by a conference call or in person vote followed by the actions taken by the Executive Committee and full Board of Directors.

KEY RESPONSIBILITIES

The primary purpose of the Finance Committee is to provide guidance to management and provide recommendations to the Board of Directors related to the financial affairs of CareerSource Capital Region. The Committee reviews and makes recommendations to the Board for informational items and all action items as it deems advisable to ensure that the organization is operating at the highest level of financial accountability and transparency. Action items include but are not limited to:

- Annual Operating Budgets
- Quarterly Financial Reports
- Review and approve Request for Quotes (RFQ's) and Requests for Proposals (RFP's).
- Policy & Procedure updates/additions
- Contract agreements
- Prior Finance Committee meeting minutes

STAFF SUPPORT

Staff contact for the Finance Committee is:

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Revised: November 2, 2018