



## FINANCE COMMITTEE CHARTER

### Committee Purpose

The Finance Committee is a committee of the ACMP board. It assists with monitoring the financial health of the organization and ensuring that its assets are protected, its resources are used properly, and that the organization complies with all applicable laws and reporting requirements.

The Finance Committee provides input into the editing of financial policies and the determination of reports to be used to maintain regular communication of ACMP's financial health to the Board of Directors.

### Committee Description

The Finance Committee members will assist in strengthening ACMP's financial health by consistently monitoring progress and providing insight into budgeting and financial planning, financial reporting, and the monitoring of internal controls and accountability policies.

### Committee Deliverables

- Assist in the review of the annual budget.
- Monitor ACMP's finances quarterly to identify risks, and reviews reports for the ACMP Board of Directors. Share identified risks with the Audit Committee.
- Contribute to the preparation of the Annual Report for sharing with members via the Annual Member Meeting.
- Review changes proposed to financial management practices and policies proposed by the Staff or Board.
- Additional work, as necessary, to fulfill the committee's purpose.

*This committee will intentionally apply ACMP's DEIB Statement in the execution of all committee objectives and activities.*

### Committee Member Time Commitment

- Two-year term and may be renewed if individuals are still interested in serving.
- Minimum of quarterly committee meetings (1-1.5 hours) via voice or on-line meeting.
- Expectation of a minimum of two hours per month in addition to meetings.
- Additional conference calls and task force support, as needed.



**Committee Composition**

- A minimum of 7 core committee members (Board Treasurer, CEO, Staff Liaison, 3+ other ACMP members who have been approved by the Treasurer based on finance and accounting experience).
- Staff Liaison to lead the committee in achieving the charter deliverables.
- Committee members must be a member of the Association throughout their committee membership.
- Membership of the committee shall reflect the diversity of the association in terms of professional discipline, global representation, and other characteristics.

**Strategic Alignment**

**SO5 – Create an Enabling Work Environment:** ACMP achieves organizational results through operational excellence with an enabling results-based management business culture.

Revision History				
Category, Tier, Version #	Revision Date	Description of Changes	Approved By	Approval Date
CTE, 1, 1.0	3/27/2022	Created		
CTE, 1, 1.1	2/2/2023	Updated fiscal year and minor punctuation	Board of Directors	
CTE, 1, 1.2	1/17/2024	Updated for new volunteer year	Governance Board of Directors	12 February 2024 29 February 2024
CTE, 1, 1.3	4/29/2025	Updated to new volunteer year-removed duplicative deliverable and added the usage of task forces, if needed, to complete work	Governance Board of Directors	12 May 2025 29 May 2025
CTE, 1, 1.4	4/6/26	No changes for FY27	Board of Directors	28 May 2026